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DEPT. OF TRANSPORTATION  
DOCKETS

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FHWA-99-5880-2

May 24, 1999

Federal Highway Administrator  
U.S. Department of Transportation  
Federal Highway Administration  
400 Seventh Street, S.W.  
Washington, DC 20590

Re: **Hulcher Services Inc.**

U.S. DOT # 76763

Dear Administrator;

After careful review of available options regarding relief from the requirements of the FMCSR Part 395.3, Hours of Service of Drivers, **Hulcher Services Inc.**, a Private Motor Carrier, who's principal place of business is, 611 Kimberly, P.O. Box 271, **Denton, TX 76202-0271**, finds it necessary to request exemption authority from the requirements of the FMCSR Part 395.3, Maximum Driving Time, or relief from the requirements of part 395.3 as outlined in **Part 395.1 (n) Utility Service Vehicles.**

As it now stands, for this company to comply with the FMCSR, Part 395.3; greatly interferes with the efficiency and effectiveness of the company's ability to conduct its core business operation of emergency, disaster response. This company's core business concern is in being the total provider in the Rail Road Industries need for Professional assistance in restoring rail service during times of service disruptions. Disruptions that occur as results of train accidents, including hazardous material releases. **Hulcher Services Inc.** is the premier industry leader in not only responding to Rail Road emergency disasters, but also in making necessary emergency repairs to track and switches, and up-righting engines and cars, to allow for the continuance of Rail **service.**

These disruptions of t-rail service, can interfere with or completely halt Interstate/Intrastate Commerce, as well as interfere with or completely stop a Public Service Utility concern.

**Hulcher Services Inc.** is not a trucking company; **Hulcher Services Inc.** does not operate Commercial Motor Vehicles on a regular or full time basis in either Interstate or intrastate commerce for profit. **Hulcher Services Inc.**, incorporates the use of two hundred privately owned class A, B, and C Commercial Motor vehicles, to transport privately owned heavy off road equipment, and attachments, to and from disaster, and emergency response accidents. The company **regularly** employs an average of two hundred heavy equipment operators, and laborers, who are CDL, qualified, whose primary function and job description is to operate, and maintain, off road, heavy construction type machinery equipment. The chances are very **unlikely** that as many as fifty percent (50%) of our **CMV's** would be on the road simutainously, Nationwide. **Hulcher Services Inc.** has equipment and facilities located through out the U.S.A, Canada, and soon to be, Mexico. Our equipment is maintained and staged strategically through out the Nation in order to be able to respond quickly and efficiently to Rail Road emergencies, and national disasters. Our average length of haul is less than two hundred (200) miles,

with many movements of less than ten miles. The companies total fleet mileage for the year ending, 1998, was **3,150,663** miles. 15,754 miles each for all class A, B, and C Commercial Motor Vehicles.

The company's dilemma concerns, the interpretation by the company, of the requirement of FMCSR Part 395.3. The company's heavy equipment operators, and laborers, who are CDL qualified, and who would occasionally operate a CMV, maintain a daily record of duty status. These **personnel** are performing daily activities other than operating a CMV, and not necessarily associated with a CMV. The company's practice has been to record hours worked daily as, on duty not driving, in a driver's daily log. The duties being performed are no different from the duties of a heavy equipment mechanic. A mechanic whose daily job function, and classification, is to maintain the equipment at a company owned location and, on occasion, if CDL qualified, may be needed to operate a CMV. The mechanic would not be required to maintain a drivers daily log record, but would be accountable for seven days prior plus the day he would be operating a CMV. Because of this company's current practice to record a duty status of all hours of every day, available hours of service have been significantly reduced, when needed to respond to an emergency. These personnel may go for days or weeks, without operating a CMV, but may report daily to a company owned facility. These personnel are relieved from duty daily for at least fifteen hours while at these locations. In the event, our operators and laborers have been operating heavy equipment at an emergency scene, they are still showing a daily record of duty status as "on duty not driving". Once the job is finished, and prior to transporting the equipment back to it's staged location, all heavy equipment operators, and laborers, who will be operating a CMV, for the return trip, will be housed at a motel or other accommodations in order that they be rested before operating the CMV. Several of these personnel may have exhausted all available hours of service during this job. In order to **comply** with the requirements of FMCSR Part 395.3, they will need to stay off duty up to an additional two days before regaining available hours. These operators and laborers can not possibly be more rested after forty-eight or more hours off duty, and away from home, than after having been off duty for at least twenty-four hours and returning home, and being **placed** off duty. The company, and its Managers, will not allow a fatigued individual to operate any company owned vehicle, and or equipment.

If the company's interpretation of the requirements of part 395.3 are not accurate, or do not apply, or only in part apply, please advise accordingly.

Hulcher Services Inc. maintains a level of work place and Transportation Safety that is the best. **All** company owned, and operated equipment is top of the line. Hulcher Services Inc. maintenance philosophy is that well maintained equipment assists us in providing uninterrupted service to our customers and safer working conditions for each of us. The company maintains a level of Safety greater than the level achieved without the exemption. Safety has to be the foremost concern, and is the primary concern with requesting this exemption. Hulcher Services Inc. safety record is impeccable. We have on staff, safety professional experts, degreed and educated not only in personal work place safety, but also in surface highway transportation, heavy equipment, safety and compliance. The company has a rather, unique business interest, one which makes compliance with the requirements of the FMCSR Part 395.3 not only difficult but costly, and the majority of times, impossible to adhere to.

**Hulcher Services Inc.** Provides a necessary service to the emergency, and disaster response concerns throughout this Country, Canada, and shortly, Mexico. These concerns can be of human **error** as well as acts of Nature. Exemption, and or relief, from the requirements of the FMCSR Part 395.3, is being requested, so that this company may continue to pursue its business interest, and to service the needs of our customers, without interruption of service, and without sacrificing safety.

Operating machinery dominates this company's work activity; driving time is a subordinate feature of that work. If total exemption from the hours of service requirements of part 395.3 can not be an option, to at least regain seventy hours availability after being off twenty four hours, would be beneficial, and appreciated by this company and it's customers.

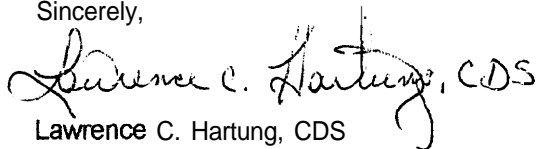
Enclosed, please find an assortment of documents and material for your review, and for the record.

May 24, 1999

**EXIBITS:**

- . A. Videos (3)
- B. Customer Service Brochures
- C. Manual of Recommended Practice
- D. Testimonials
- E. Safety Recognition Program
- . F. Photos
- G. Loss Runs

Sincerely,

  
Lawrence C. Hartung, CDS

Transportation Regulatory and Compliance Officer

Telephone #: 800-759-8032 Ext. 249, or 940-387-0099 Ext. 249

P.c. Byron Hart

FFRI, Executive Vice President

Officer in Charge,

U.S. Department of Transportation

Office of Motor Carriers, Texas Division

2212 Arlington Downs Road, Suite 101

Arlington, TX 76011











197-98

Unit #

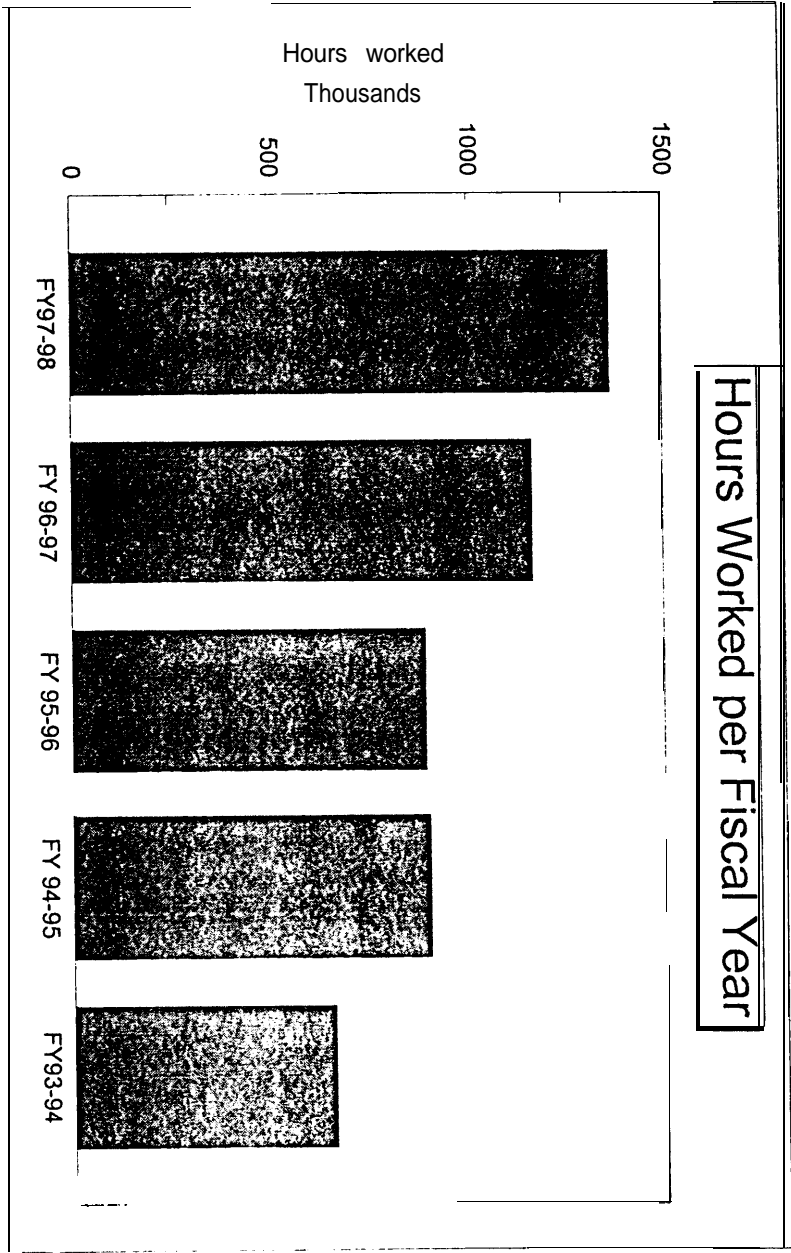
HSI

FFRI  
FY97-98 1,368,837.20  
FY 96-97 1,168,648.10  
FY 95-96 887,992  
FY 94-95 898,357  
FY93-94 655,753

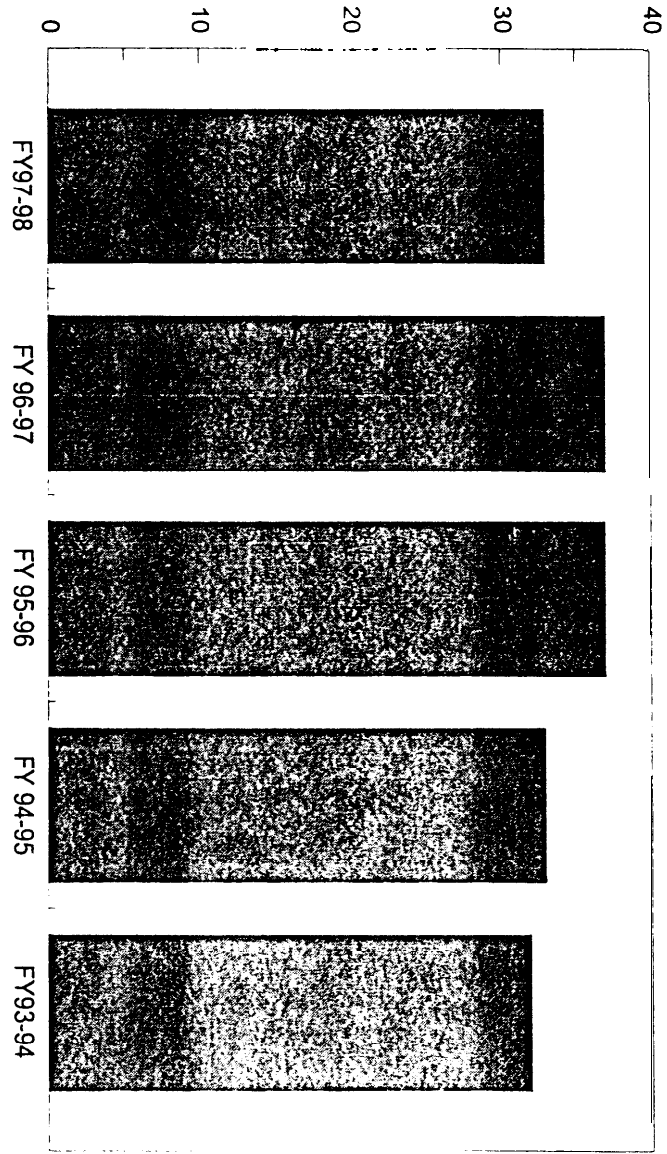
YTD hours	1,339,691.20	33	4.93	16	2.39	38	5.67		
injury OSH	0	0	0.00	0	0.00	0	0.00		
Rate LWD Inc.	4.82	16	2.34	16	2.74	38	5.55	\$238,764.00	0.17
Rate LWDcases	6.33	16	2.74	16	5.86	Z1	4.62	\$798,883.00	0.68
Rate LWD Inc.	8.33	26	5.16	19	5.86	C3	16.02	\$476,436.00	0.53
Rate LWD Inc.	8.97	19	5.16	16	4.88	cc	3.35	\$769,546.00	1.17
Rate LWD Inc.	9.76	32	9.76	33	8.97	33	16.02		
Rate LWD Inc.	8.33	37	8.33	37	8.97	33	16.02		
Rate LWD Inc.	6.33	37	6.33	37	8.97	33	16.02		
Rate LWD Inc.	4.82	33	4.82	33	8.97	33	16.02		
Rate LWD Inc.	6.33	37	6.33	37	8.97	33	16.02		
Rate LWD Inc.	8.33	37	8.33	37	8.97	33	16.02		
Rate LWD Inc.	8.97	33	8.97	33	8.97	33	16.02		
Rate LWD Inc.	9.76	32	9.76	32	9.76	32	9.76		



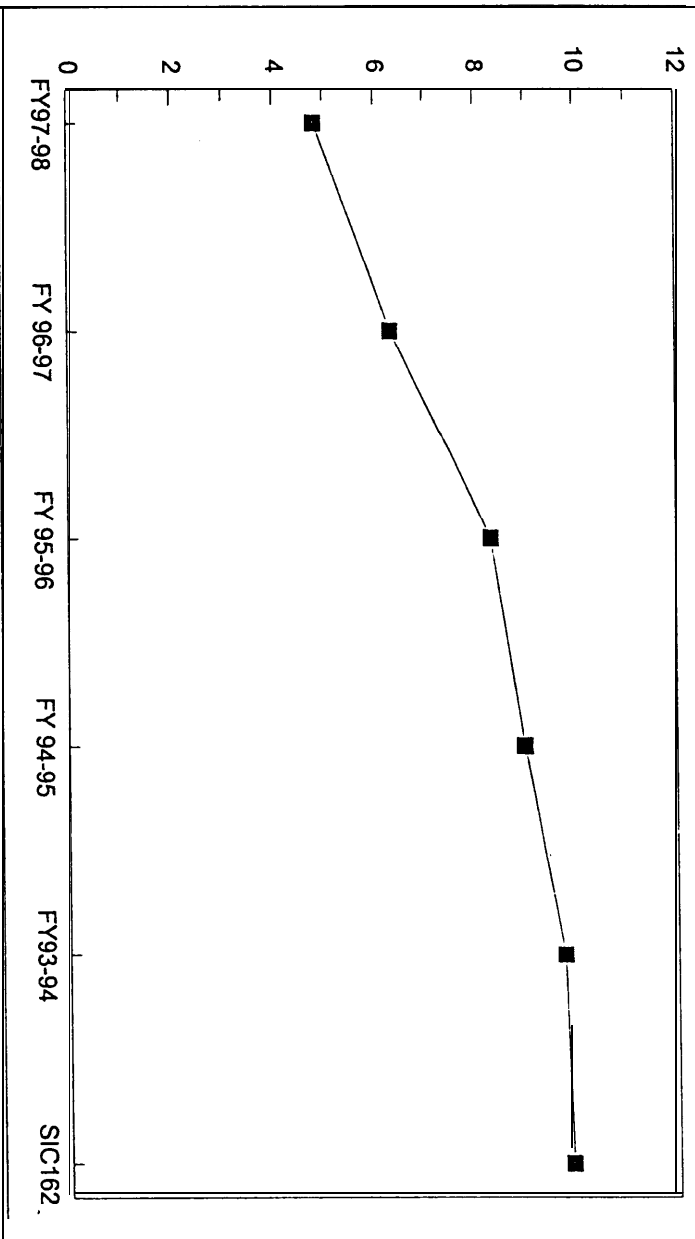
# Hours Worked per Fiscal Year



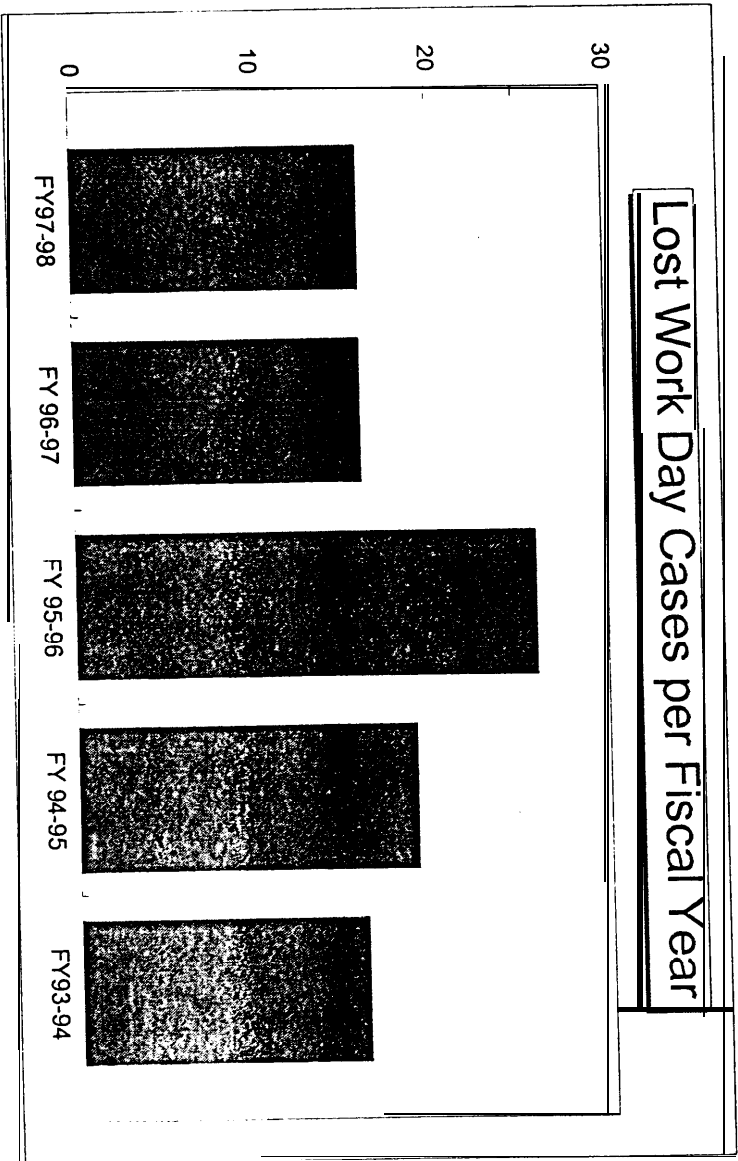
Number Of OSHA Recordable Injuries

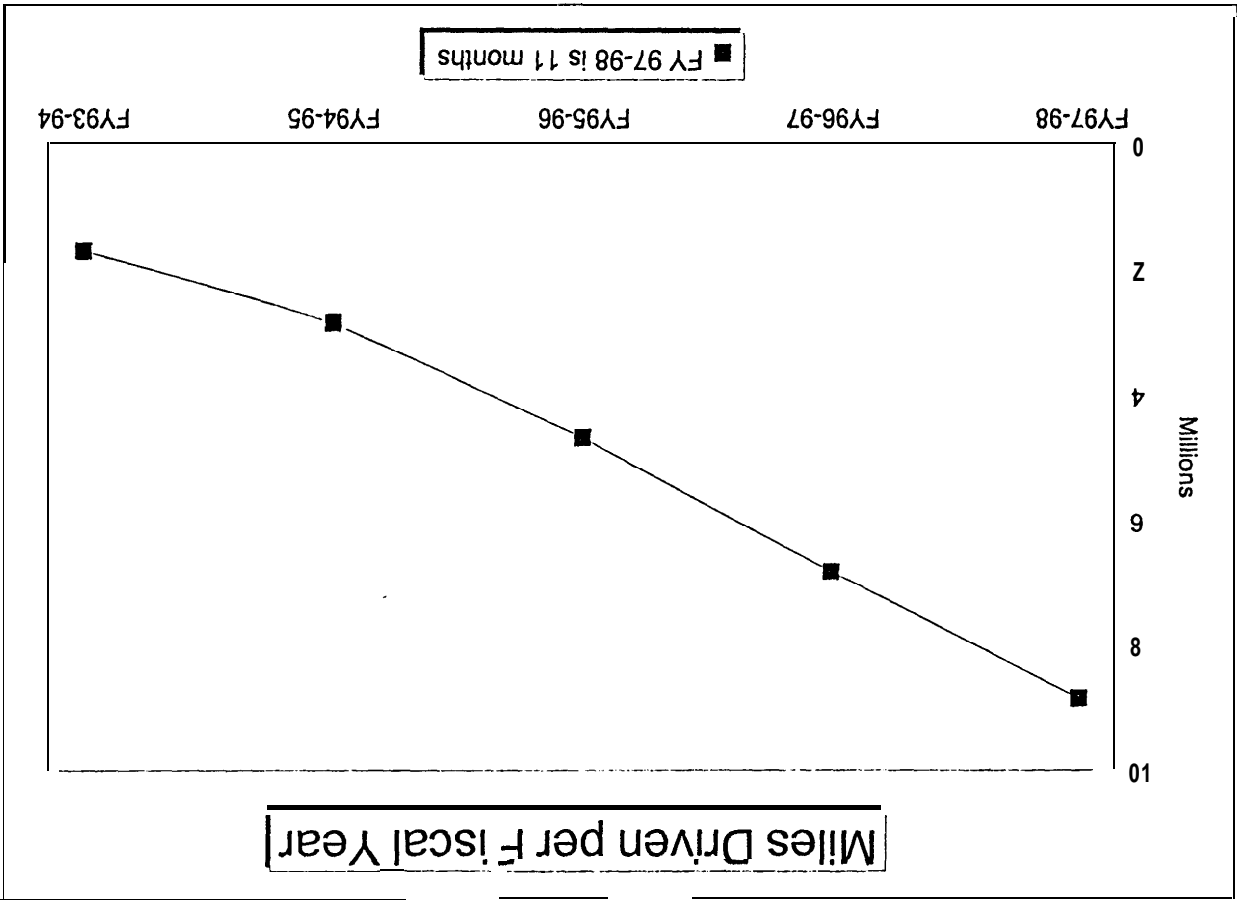


OSHA Recordable Incident Rate

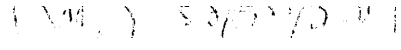


# Lost Work Day Cases per Fiscal Year

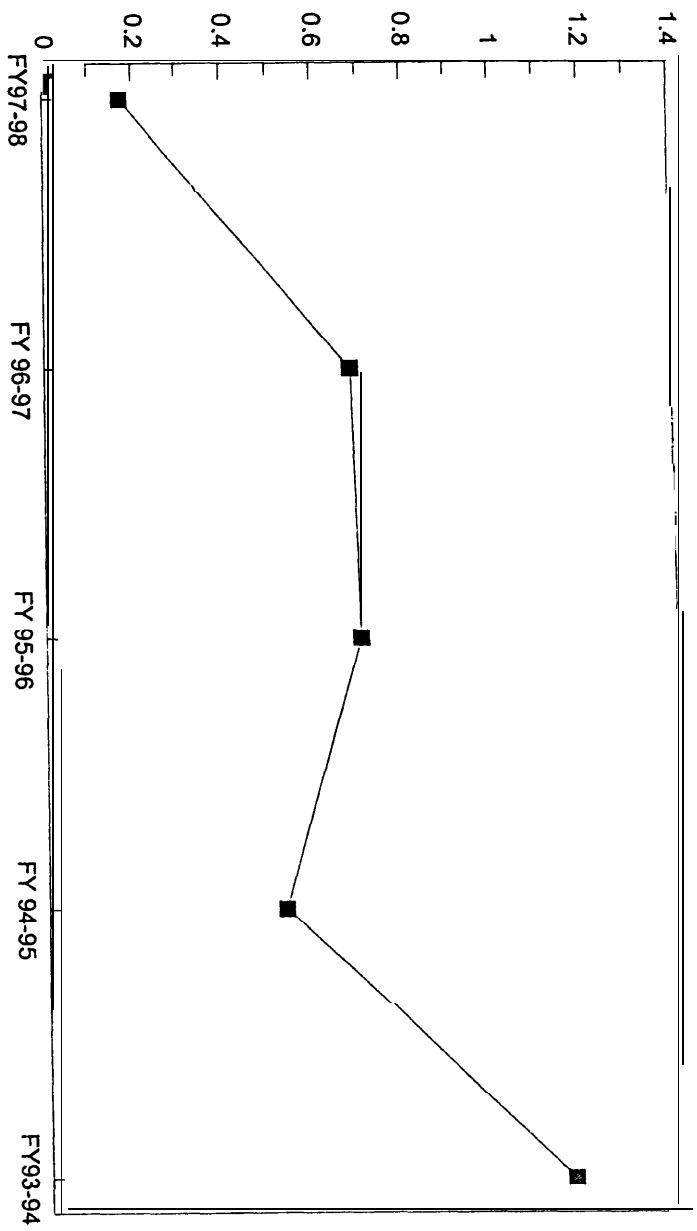




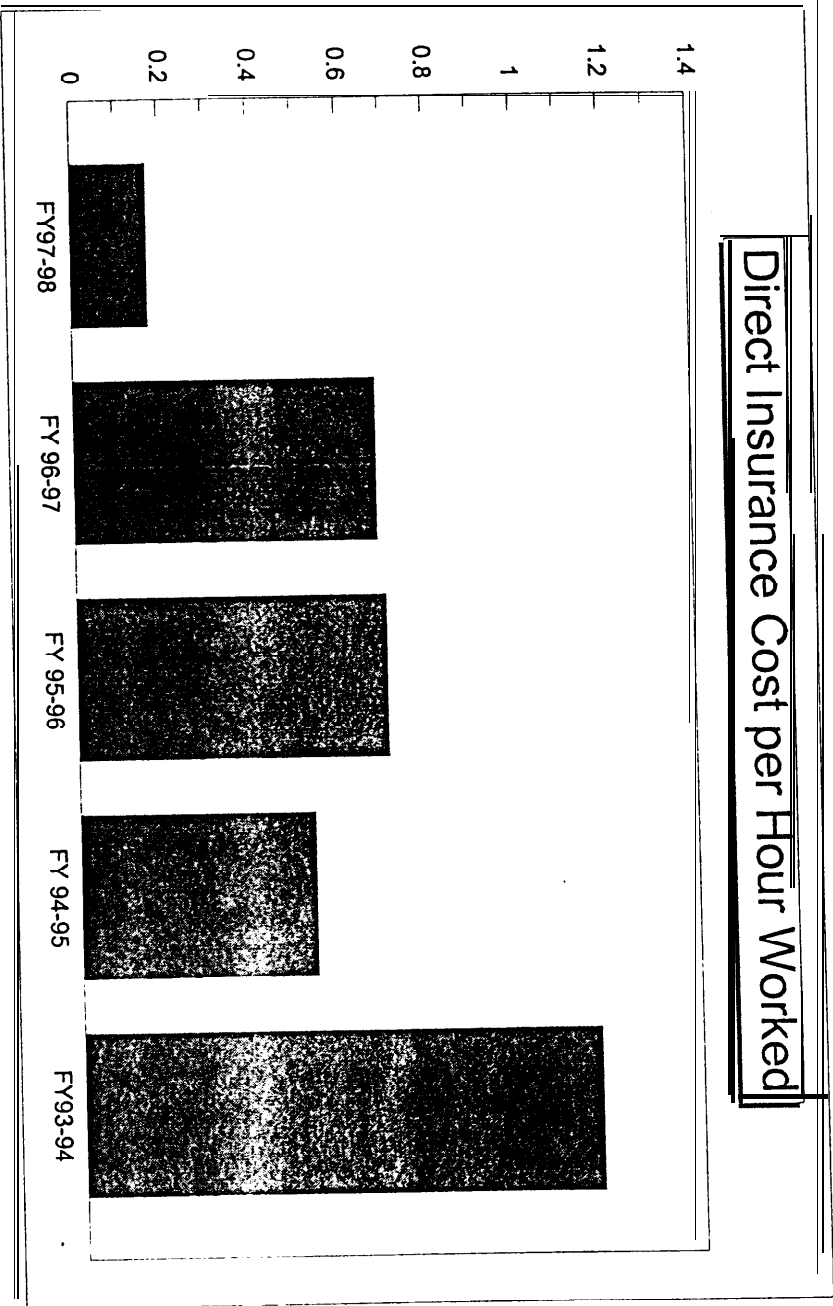
FY97-98	\$92,953.00
FY96-97	\$423,482.00
FY95-96	\$219,341.00
FY94-95	\$246,474.00
FY93-94	\$32,940.00



### Direct Insurance Cost per Hour Worked

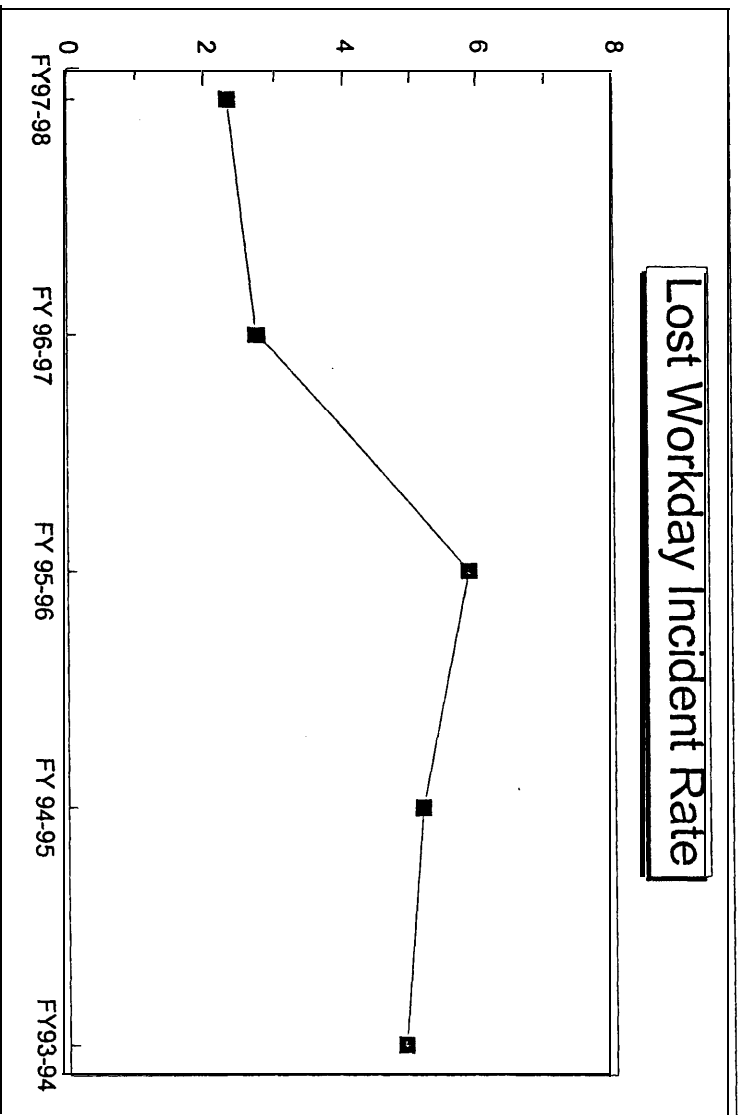


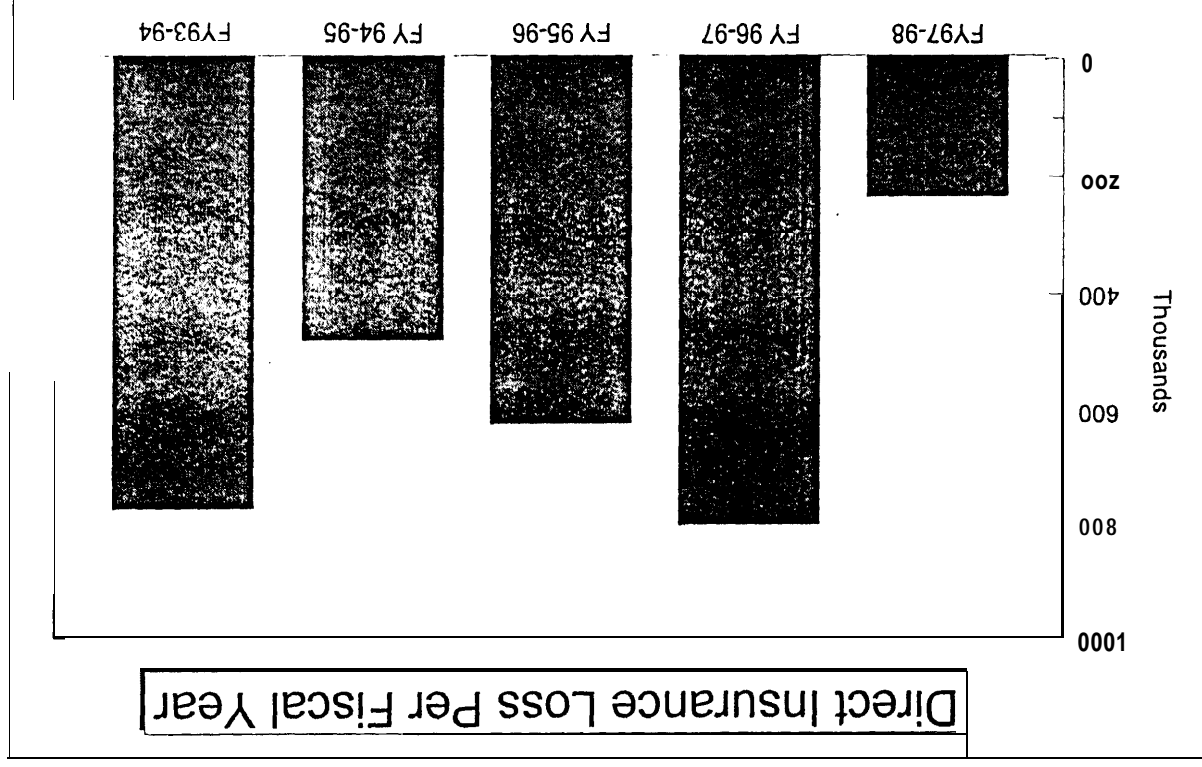
# Direct Insurance Cost per Hour Worked



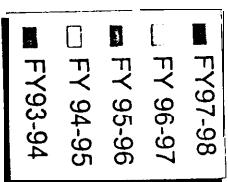
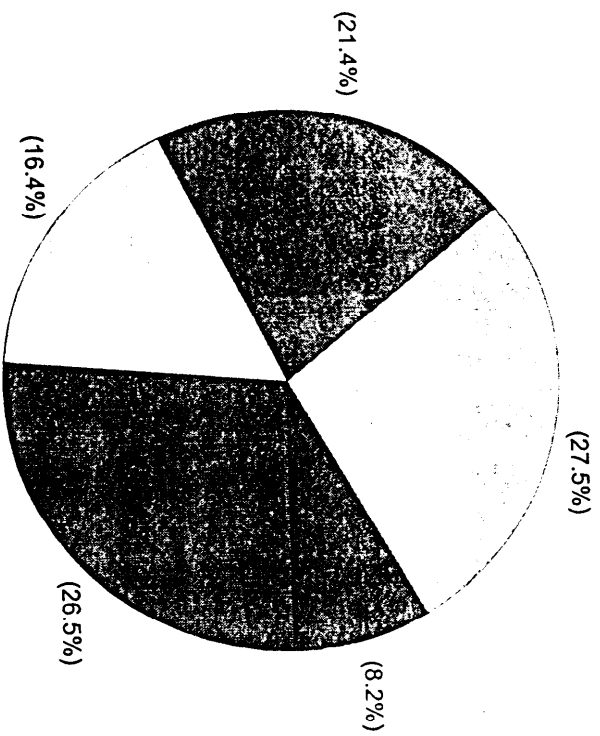


**Lost Workday Incident Rate**





## Direct Insurance Loss Per Fiscal Year



# Illinois Central

Illinois Central Railroad  
17641 South Ashland Avenue  
Homewood, Illinois 60430-1345

E.L. Harris  
Vice President-Operations

708 957-6575  
708 206-6839 Fax

April 7, 1999

Mr. Ronald D. Ewing  
Executive Vice President  
Hulcher Services, Inc.  
61 I Kimberly Drive  
Denton, TX 76202-0271

Dear Ron,

Just a note to express my appreciation in regards to the service and professionalism I noted with your rerailling group at the Amtrak-Bourbonnais incident.

A special commendation needs to go to Benji Dehner regarding the work he coordinated between the IC, Amtrak, and emergency response officials. Due to efforts like this, the Illinois Central was more than pleased to re-sign with your company for another two years.

Thank you again for your assistance.

Sincerely, /

*E.L. Harris (af)*

*Benji  
Great effort. I  
spent some time with Ed and  
he said you did a great job.  
RD Ewing  
cc Frank Lunn*



CSX Transportation  
100 Chesapeake Avenue  
Baltimore, Md 21225

March 10, 1999

Mr. Frank Given, Vice-President  
Hulcher Services  
P. O. Box 271  
Denton, TX 76202

Dear Mr. Given:

As General Car Foreman for CSX Transportation, in Baltimore, Md., it has been my pleasure to work with your Company on many occasions since 1992.

I am writing this letter to let you know of the outstanding job that your "Gettysburg" team, led by Terry Jones, performed for us on Saturday, February 27, 1999.

I was notified at 5:00 a.m. that we had a derailment at the Eastalco Aluminum Loading facility at Hawkins Point, in Baltimore, Md. Upon my arrival at the site, I realized we had a very critical situation: a derailed car on its side through a building.

The response time for the equipment to arrive was excellent. Terry Jones did a thorough job briefing with his employees, prior to starting rerailling operations, with safety as the number one consideration. The entire operation was very successful in minimizing damage to the facility and to the derailed equipment.

I just want to say, once again, thank you for a job well done by your Gettysburg, Pa. team. CSX Transportation, in Baltimore, is grateful for the job that the entire Hulcher team performed for us that day.

Sincerely,

A handwritten signature in cursive script that reads "Thomas Coglianese".

Thomas Coglianese  
General Car Foreman

cc: Glen Hulcher - Denton, Texas  
David Dick  
Blair Alexander  
Hugo Neidhart - CSX, Baltimore, Md.



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS. TULSA DISTRICT  
1645 South 101st East Ave  
TULSA, OKLAHOMA 74128-4609

REPLY TO  
ATTENTION OF:

CONTRACTING DIVISION , *Hulcher Services Inc.* 10 May 99

TO WHOM-IT MAY CONCERN:

SUBJECT: **Emergency Transportation** of Equipment Needed for  
Oklahoma City Tornado Disaster Relief, Contract No. DACW01-99-D-  
0026

1. U.S. Army Corps of Engineere (USACE) awarded an Emergency Indefinite **Delivery** Contract to DRC, Inc., of Mobile, **Alabama**. DRC, Inc., was **consequently** directed to expedite all movement necessary to conduct this disaster recovery mission.
2. The equipment movement **to Oklahoma City is to be executed as** quickly as **possible** and with **all cooperation** from other agencies. **The tornado disaster** not only caused **tremendous** human suffering for the citizens of Oklahoma City, but **now poses health and sanitary concerns** that DRC, Inc., will address.
3. We appreciate your cooperation in thia matter in **letting** this equipment **be transported through** your area. **If you need** additional information, **please** contact me or **CPT Terry Orange** at **918/669-7259**.

A handwritten signature in black ink, appearing to read "R.L. Hedrick", is positioned above the typed name.

R.L. HEDRICK  
Chief, Contracting Division  
Contracting Officer

# THE BELT RAILWAY COMPANY OF CHICAGO

6900 SOUTH CENTRAL AVENUE . BEDFORD PARK, ILLINOIS 60638

JOSEPH R. SPANO  
SUPERINTENDENT TRANSPORTATION



(708) 496-4058

May 20, 1999

To Whom it May Concern:

Hulcher Professional Services Incorporated has provided rerailling and other miscellaneous services to the Belt Railway Company of Chicago continuously since 1975. Throughout this twenty-four year period, Hulcher Professional Services Incorporated has proven to be a dependable, competent and honest provider of services.

Of particular note is tiulcher's ability to respond quickly to emergency situations where their services are required to clear main line derailments that not only affect the operation of the Belt Railway Company but potentially the operations of any number of 13 railroads operating over Belt Railway Company of Chicago trackage. Hulcher's expertise and exceptional reliability are key components to restoring railroad operations within the critical Chicago Gateway area.

Sincerely,

J. R. SPANO,  
Superintendent Transportation



**E.L. Harris**  
Vice President-Operations

Illinois Central Railroad  
17641 Ashland Avenue  
Homewood, Illinois 60430-1345

708 957-6575  
708 206-6839 Fax

May 20, 1999

To Whom It May Concern:

Please let this letter of **recommendation** **serve** as a statement regarding **the** relationship between Illinois Central and Hulcher Corporation.

For more than 10 years the IC has had a contractual **agreement** with Hulcher. **Hulcher has** demonstrated the professionalism, and sense of urgency that is a prerequisite for **their rerailling** and derailment activities. Whether it be a minor or major derailment, or a scheduled maintenance assist, or even a hazardous material incident, Hulcher has never wavered **from** the "**first call**" **commitment**.

Service that Hulcher provides is critical regarding **their** commitments we have **transporting** goods and services across the U.S. and Canada. **Hulcher** service is a key component **in** regards to our safe operation.

This is just one of the many ways the Illinois Central has become one **of the** most "cost-effective railroads in the U.S." Our continued support **and** commitment was just renewed again for **another two** years.

Sincerely,

E.L. Harris  
Vice President - Operations



CMC RAILROAD, INC.  
P.O. BOX 247  
DAYTON, TEXAS 77535  
409-2 58-4030 409-258-4031 F A X

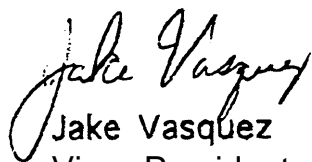
May 21, 1999

Hulcher Professional Services  
Glenn Hulcher  
P.O. Box 271  
Denton, Texas 76202

Dear Glenn,

I would like to express my appreciation for the service that your organization provides to our company. Hulcher Services equipment and people are vital to our industry during a period of service interruption.

The standard set with Hulcher's quality of people and equipment are an industry standard that all companies should strive for.



Jake Vasquez  
Vice President Operations  
CMC RAILROAD, INC.



Jose M. Soriano  
Mgr. Mech. Maint.  
5701 w. Vickery Blvd.  
Fort Worth, TX 76107

May 21, 1999

Glen Hulcher  
Denton, TX

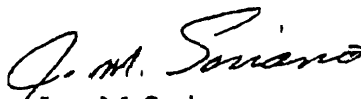
Mr. Hulcher,

Just a short note to **inform** you that we **would recommend your services** to other **carriers** if needed,

Your **24** hour availability and timely response is vital to our operation. We appreciate the **fact** you have a **24** hour operation that goes hand in **hand** with what we do. Our success depends **on** keeping our main lines open and trains **rolling**. The **service** you provide enables us to **minimize** our service interruptions when we experience a **failure**.

It has been my experience **that** your equipment is usually **in** excellent **shape** and I have seen **very few** instances of equipment **failure**.

Sincerely,

  
Jose M. Soriano

**CSX  
CHARLOTTE TERMINAL**

**RANDY HEGWOOD  
DIVISION MANAGER  
733 BEALER ROAD  
CHARLOTTE, N.C. 28208**


**RANDY,**

**I WOULD LIKE TO TAKE THIS TIME TO THANK AND  
COMMEND YOU AND YOUR TEAM AT HULCHER SERVICES  
INC. FOR THE PROMPT SERVICE AND PROFESSIONAL  
MANNER IN WHICH YOU HANDLED OUR NEEDS DURING  
OUR RECENT TERMINAL CERTIFICATION.**

**ALSO THE PROMPT RESPONSE IN TIME OF DERAILEMENTS  
OR OTHER EMERGENCIES. WE HAVE GROWN ACCUSTOM  
TO YOUR BEING NEAR BY AND READY.**

**I HAVE BEEN AN OPERATING MANAGER WITH CSX FOR  
24 YEARS AND FEEL YOU PROVIDE CSX WITH THE SERVICE  
WE NEED WHEN WE NEED IT.**

**THANKS**

  
**B.J. MORROW  
OPERATIONS MANAGER  
CHARLOTTE, N.C.**



**Union Pacific Railroad  
Mechanical Car Department  
1201 Sherman Street  
San Antonio, TX 78202**

May 21, 1999

Mr. Glenn Hulcher  
611 Kimberly Drive  
P. O. Box 271  
Denton, TX 76202-027 1

Dear Mr. Hulcher:

SUBJECT: Service Performance

The service that Hulcher performs for our company at San Antonio and other areas is very important to the operations of our railroad. When we call your company, in many cases it is an emergency situation that requires immediate response. This response can be important not only to our company but **to the citizens of our state** due to the commodities that we haul.

When **a** derailment or other service interruption occurs, your service directly affects our railroads performance. A quick response, from your company, affects the length of time that our main lines and yard are out of service.

Your professionalism and safety on the job has been demonstrated in the past on many occasions. We expect that this service will continue. If there is anything that you can do to improve your response time to our emergency situations, it would be greatly appreciated. Your service directly affects our company's performance and the transportation service we provide our customers.

Respectfully,

Carl T. Garson  
Manager of Mechanical Maintenance

E

**HULCHER SERVICES INC.**  
**SAFETY RECOGNITION PROGRAM**  
**October 9, 1998**

The purpose of the Safety Recognition Program is to recognize the prevention of both **ACCIDENTS** and **INJURIES**. For the purpose of this program, both will be **known** as **"INCIDENTS"**. This plan will be based on a point system to encourage the involvement of all employees in preventing incidents. Points can be earned for each month that an employee works **chargeable incident-free**, with bonus points being awarded for each month their home division **goes chargeable incident-free**.

Points are accumulated over the fiscal year (October 1 through September 30). At the end of the fiscal year, earned points are totaled. This point value can then be redeemed for Hulcher safety awards, such as coats, wearables, electronics, cups, key chains, or a cashiers check. Points will be valued at ten dollars (\$10.00) each.

Senior Division Managers and Directors of Operations will be held accountable for all Divisions they manage. If any one of their divisions has a **chargeable incident**, the Senior Division Manager and Director will automatically lose their division bonus point. The maximum point loss is zero (0), not a negative number (-). This change was made to the program for the 1996/1 997 Safety Recognition Program. **(Rev. 1/97)**

Employees will also be recognized for reaching milestones for **(consecutive)** years of working **chargeable incident-free**. Additional points and awards will be awarded as follows: **(Rev. 4/98)**

3 <sup>rd</sup> year	= pin
5th year	= 5 extra points, pin and belt buckle
10th year	= 10 extra points, pin and belt buckle
15th year	= 15 extra points and watch.
20th year	= 20 extra points and mantel clock
25th year	= 25 extra points and President's Award

This will be calculated on **consecutive** years working **chargeable incident-free** with zero (0), **chargeable incidents**. Each person having a **chargeable incident** will revert back to zero (0), years.

**A (Chargeable) Incident:** Is defined as one which through actions, training, use of proper tools and procedures is deemed reasonably preventable. This includes damage and known misuse of all equipment any property damage, accidental or intentional. This also includes all OSHA Recordable injuries. The OSHA Recordable guidelines are attached.

**Guidelines:**

When the employee is working with a different division and a **chargeable incident** occurs with that employee, then the employee will have two (2) points deducted from their personal total, lose their division point and depending on the Incident Investigation, the division they are working with may or may not lose their division bonus point.

All part-time employees will be given the same points and go by the same rules, but must work at least once during a month to earn credited points.

**If employment is terminated during the program year, then the employee is allowed all previously banked points. No current year points will be awarded.**

If a employee transfers to a different division, they take their total points for that year with them. Division bonus points switch when paperwork on the transfer has been completed.

In the event a division is relocated or closed, the employee, (with earned points), who terminates employment with the company, will be awarded their earned points at the end of the calendar year. The Safety Committee reserves the right to review cases on an individual basis.

All or part of the points can be carried over year-to-year to accumulate toward bigger award values, but they can only be redeemed after the end of a program year.

A Safety Committee Member or Division Safety Coordinator will total points at the beginning of each month and send the totals to Jennifer Hulcher in Denton by the 15<sup>th</sup> of each month.

When this program is replaced, all earned points are to be totaled at that time and each employee must then redeem all earned points.

Hard hat stickers will continue to be awarded. One sticker for the total number of **consecutive** years working without a **chargeable incident** as outlined for milestone recognition.

### **Program Examples:**

#### **Example #1 :**

Here is how the program will work, points are earned as follows:  
Employees will receive one (1) point for each month they work without a **chargeable incident**. If the employee has a **chargeable incident**, (accident or injury), they do not earn a point, they lose points.

Example:	No incident	=	1 point
	1 incident	=	-2 points
	2 incidents	=	-4 points
	3 incidents	=	-6 points

And so on.

#### **Example #2:**

Each month there can be a bonus point earned by each employee in a division when their home division works without a **chargeable incident**. However if anyone in that division has a **chargeable incident**, then no bonus point will be earned for that month by anyone in that division. If more than one **chargeable incident** occurs in their division, then one (1) bonus point is deducted for each additional incident during the month.

Example:	No division incident	=	1 bonus point
	1 division incident	=	0 bonus point
	2 division incidents	=	-1 bonus point
	3 division incidents	=	-2 bonus points

And so on.

#### **Example #3:**

For the purpose of the milestone part of this program, effective April 1, 1998, all personnel will automatically revert back to the date of their last **chargeable incident**.

June 01, 1998,	Stephen earns his 10-Year Safe Worker Award.
June 30, 1998,	Stephen has a preventable incident.

April 1, 1999

July 01, 1998, Stephen reverts back to (0) zero years of Safe Working.  
This revision was made effective April 1, 1998. (Rev. 4/98)

### Some common questions:

1. Can I collect my award value any time I wish?

No, only after the end of each program year. If your employment is terminated, you can collect only those points that you have previously banked.

2. What if my **incident** was not chargeable; does my division or I lose points?

No. For example, if someone hits you from the rear and the Incident Investigation shows that you could not have reasonably prevented it, then no points would be lost.

3. I'm an employee and don't work for a month. Do I earn points?

No, but if the division loses bonus point(s), you wouldn't lose any point(s) either.

4. What can I get for awards?

The Safety Committee will select ideas for awards from the suggestions made by employees and publish a brochure and order form by August 1<sup>st</sup>. The selections will be limited because of having to order in volume.

5. How can I earn more points?

By keeping everyone working in a safe manner.

6. What if the item I want is more in value than I have?

Then bank your value (points) to work toward a higher value next year. No additional monies will be accepted. (Rev. 4/98)

7. What if I have an accident but no injury?

For this program, it would be a **chargeable incident** and points would be assessed.

8. Can the awards change?



Yes, the selections should include some larger items to work toward (Electronics, sporting items, limited edition items, etc.)

9. When do I let someone know what I want?  
You will receive your brochure along with your order form after October 1<sup>st</sup>.  
During the month you may select your awards and forward your orders to Jennifer Hulcher **NO LATER THAN October 28<sup>th</sup>**.  
**Any orders received after October 28<sup>th</sup> will automatically be banked for the following year. (Date Rev. 4/98)**

10. If we work a job where there are managers, operators, and groundsmen from different areas, i.e., flood work, tie downs, what happens to my points if a **chargeable incident** occurs?

If you have a **chargeable incident**, you will lose your personal point. The Incident Investigation will show if your home division will lose their division bonus point.

11. What do we gain from this program?

Personal achievement, recognition, plus the bonus point for working together as a team, helping each co-worker to become a safer worker.

12. When will we receive our awards?

Before December 15<sup>th</sup>. If any items ordered are on back order, they will be shipped directly to your division as soon as possible. Our goal is to have zero back ordered items. Electronic items will be shipped separately.

Point values = \$10.00 per point. Simply multiply your points by ten dollars (\$10.00):

Bob	11 points x \$10.00 = \$110.00
Tom	29 points x \$10.00 = \$290.00
Larry	16 points x \$10.00 = \$160.00
Sally	6 points x \$10.00 = \$60.00

You may choose to use your points towards awards or cashiers check.

Should you have any questions, please advise a member of the Safety Committee,  
DaveGulliver, (ext. #327) or Jennifer Hulcher, (ext. #213).



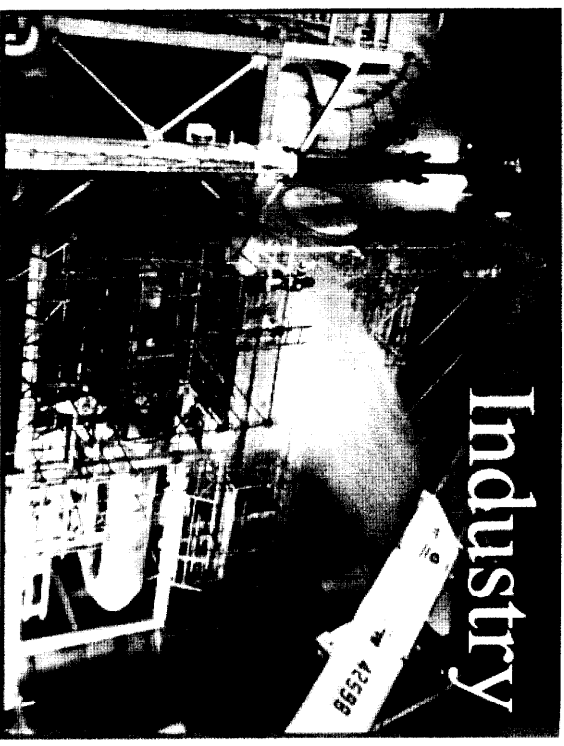
# EMERGENCY RESPONSE

*Your One Call for  
Comprehensive Emergency Services*

# EMERGENCY RESPONSE



Rail



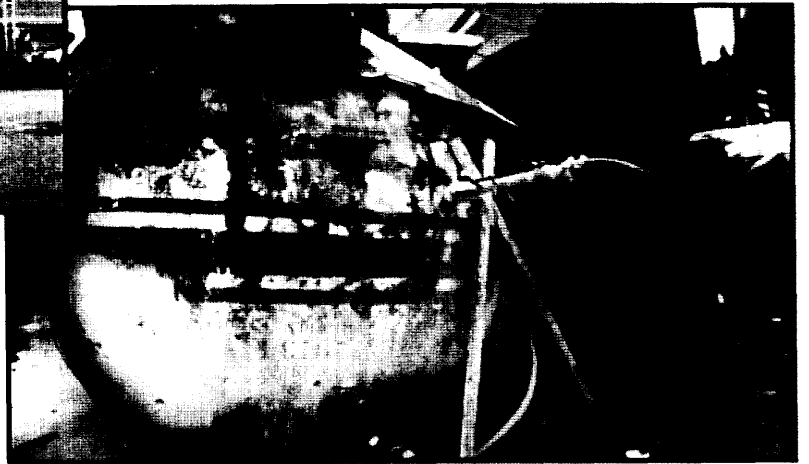
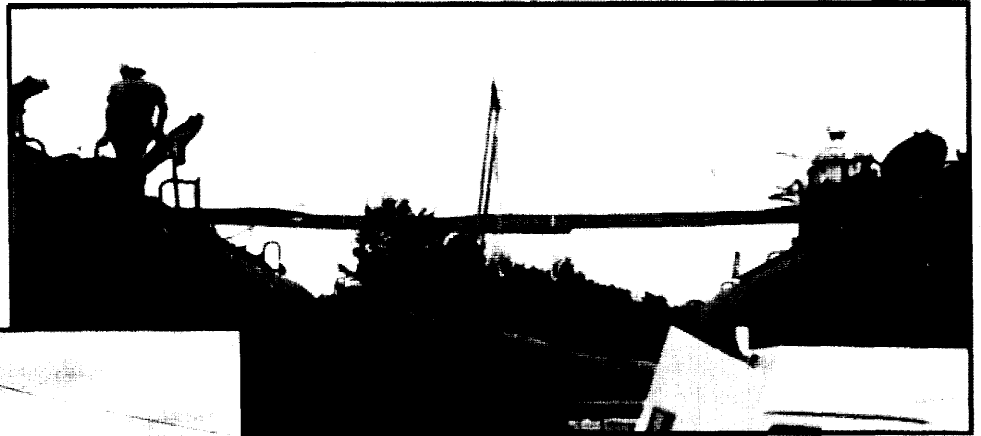
Truck

Plus Storage Warehouses & Terminals



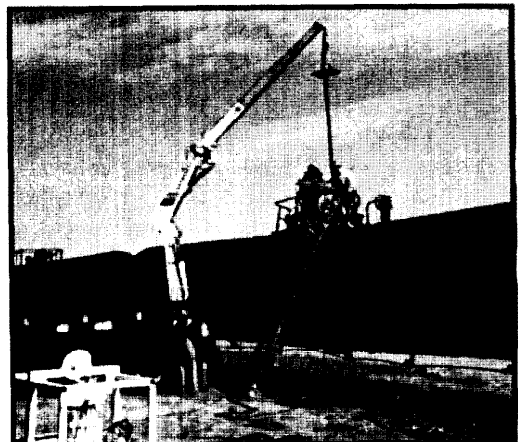
# COMMODITY TRANSFERS

Compressed  
Gas



Plus Bulk Solids and Static Liquids

# LEAK REPAIRS



# NATIONALLY RESPONSIVE

Corporate Aircraft departs within one hour of your call with experienced First Responders, supported by Hulcher's already expansive Emergency Railroad Service System



Hazmat Equipment  
OSHA Compliance  
Trainers and Managers

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Positioned at Fort Worth and Houston, Hazmat Equipment, Personnel and Materials are response ready 24 hours a day

## Comprehensive Emergency Services with just one call

**1-800-637-5471**

*24 Hour Fast Response*

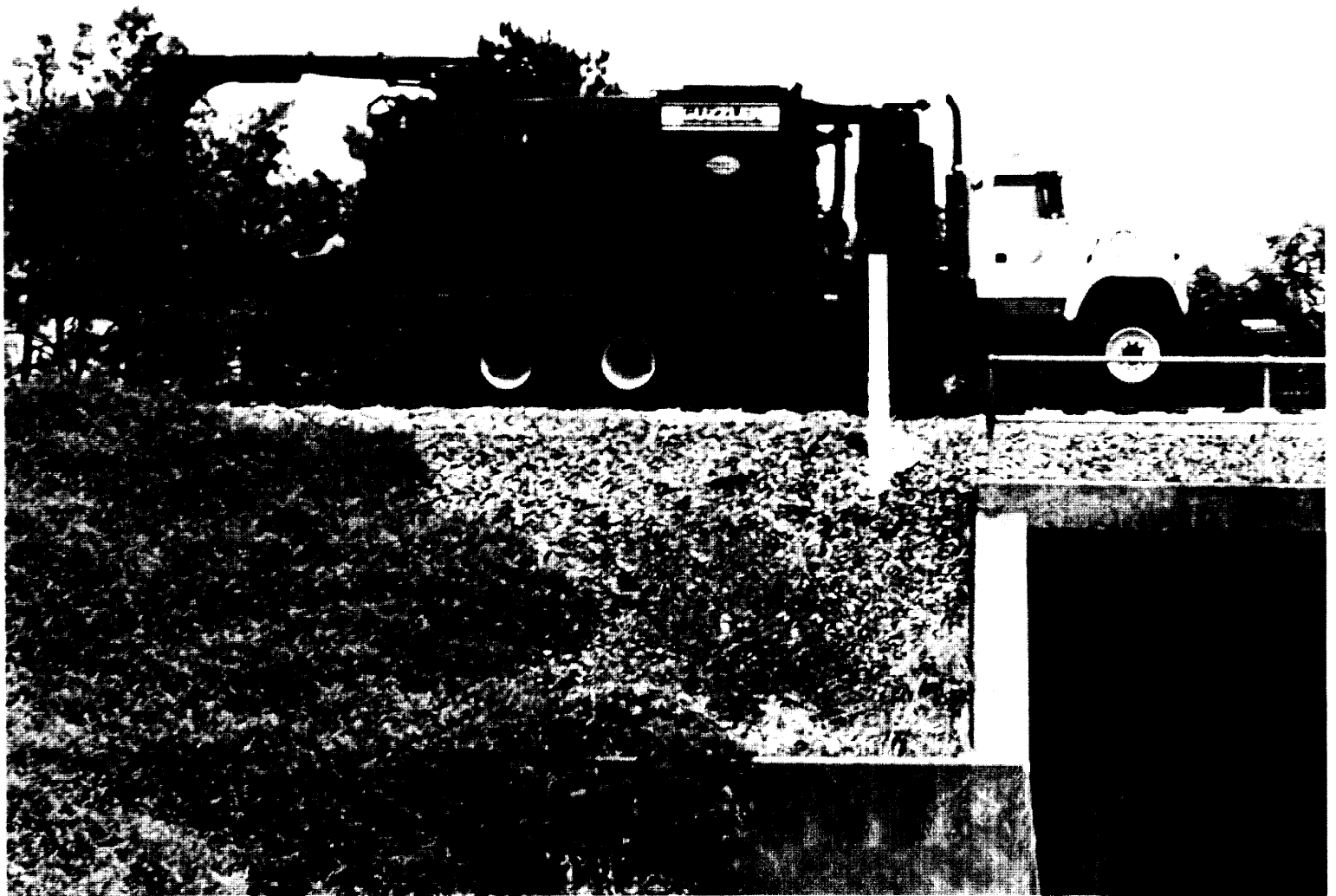


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**E M E R G E N C Y R E S P O N S E**



# Hi-Rail Vacuum Truck



HULCHER SERVICES...THE TOTAL PROVIDER  
TO THE RAILROAD INDUSTRY

**800-637-5471**

## APPLICATIONS:

- Railyards
- Riptrack
- Retarders and Switches
- Locomotive storage areas

## MATERIAL HANDLING CAPABILITIES

- Taconite
- Sand
- Grain
- Bentonite Clay
- Coal
- Coke
- Most liquids and solids

## FAST

- Boom swing - 330 degrees
- Holds up to 17 cubic yards of material
- Vacuum pressure to 5922 CFM
- Works up to 4 times faster than traditional vacuum truck
- Easily removes spills

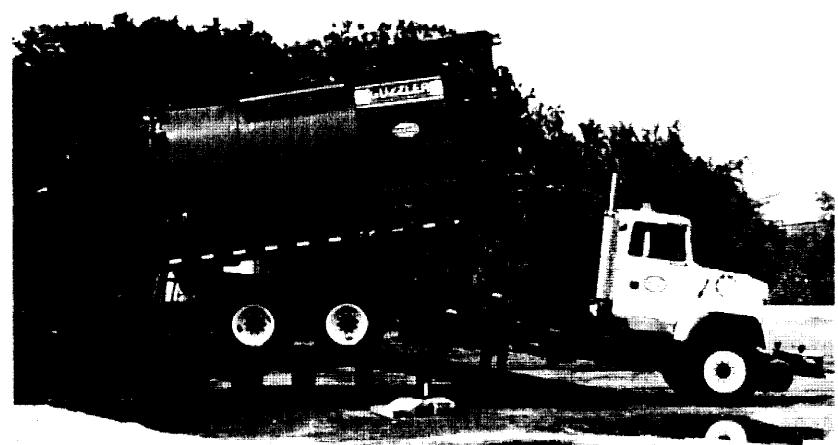
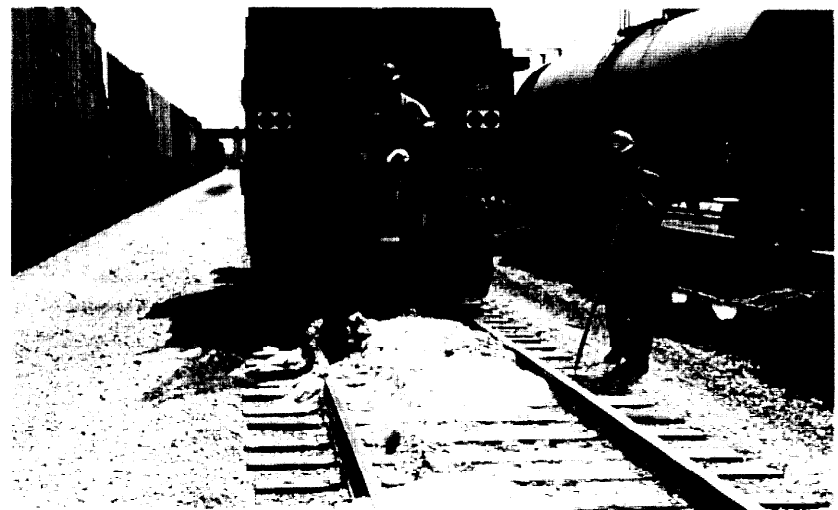
## EFFICIENT

- Works well in areas with limited access
- Operates with minimal personnel
- Accesses any track area
- Easy set-up / tear-down
- Self-propelled on rail lines
- Works around rail equipment
- Reduces track shut-down time and multiple track closures
- Fully self-contained

## RELIABLE

- Highly trained personnel
- Maintained to Hulcher high standards
- Guaranteed to Hulcher quality

**24 HOUR CUSTOMER SERVICE  
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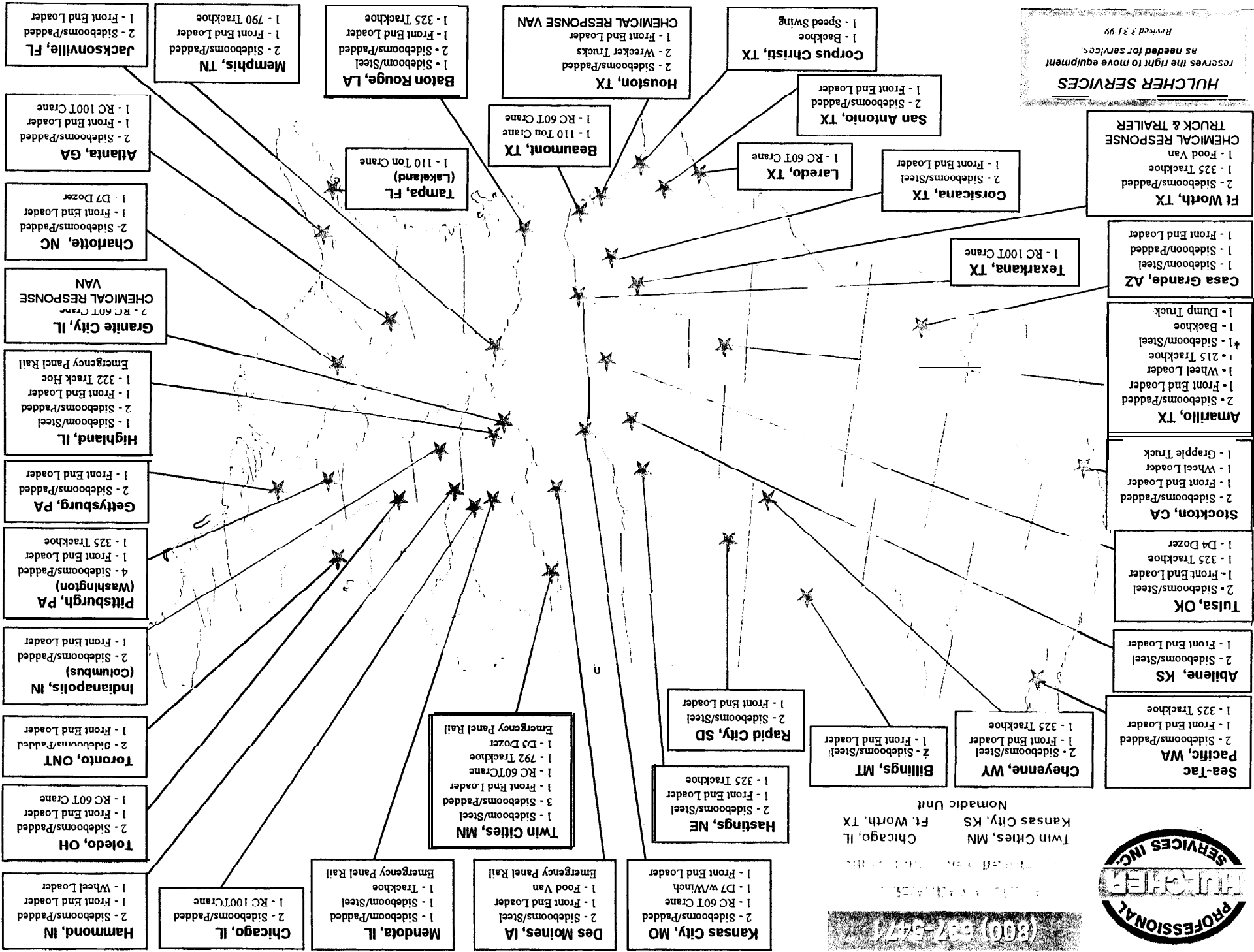
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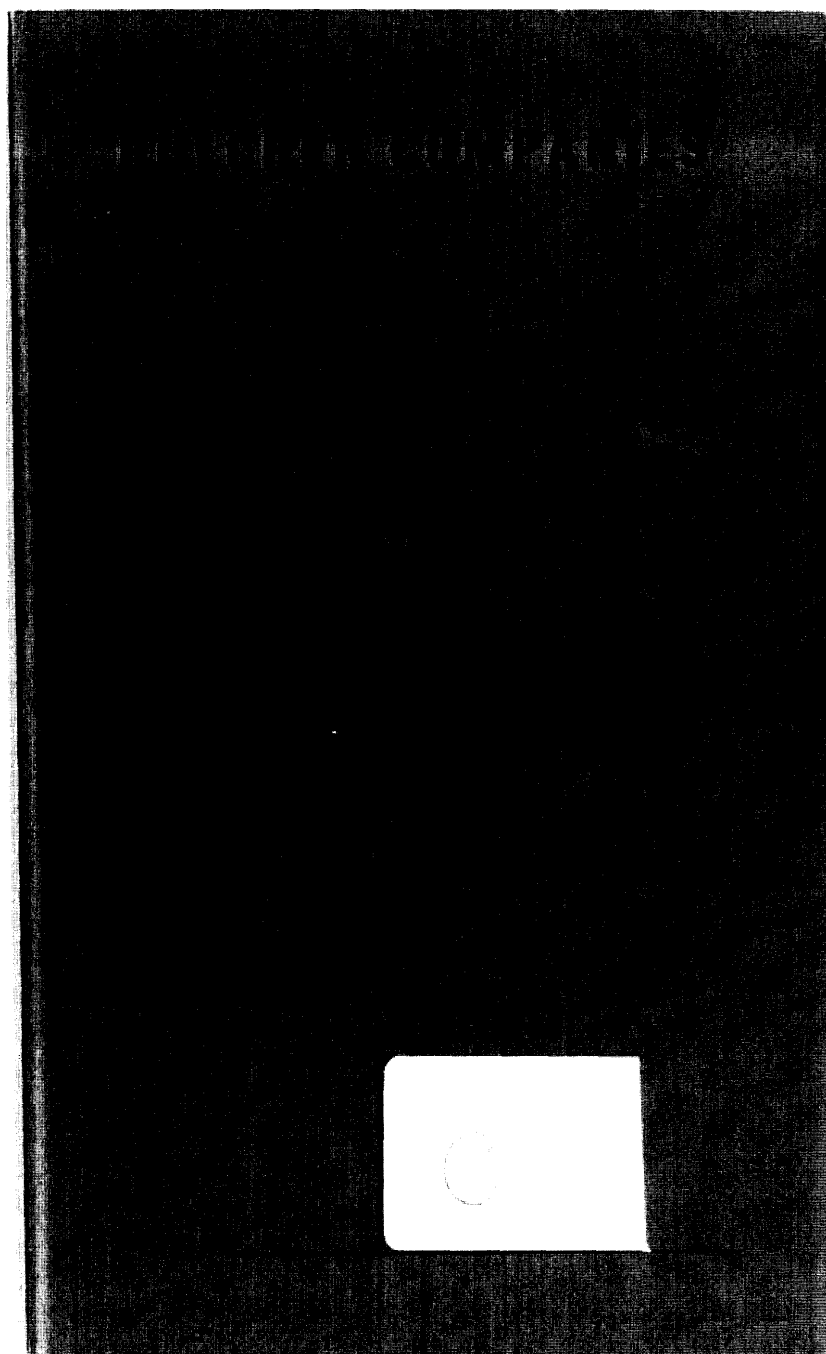
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Twin Cities, MN  
Chicago, IL  
Kansas City, KS  
Ft. Worth, TX  
Nomadic Unit



**HULCHER SERVICES**  
reserves the right to move equipment  
as needed for services.  
Revised 3/21/99





# RECEIPT

HULCHER COMPANIES

## Safety and Operations Guidelines

DATE \_\_\_\_\_

ISSUED TO \_\_\_\_\_  
(print name)

On this date I received a copy of the  
Safety and Operations Guidelines  
for the Hulcher **Companies**.  
I understand I am required to have a  
thorough knowledge of and obey  
these rules during my employment  
with the company.

SIGNED \_\_\_\_\_

*This receipt shall be forwarded to the  
Human Resource Department and  
retained in the employee's file.*



## **Principles of Safety**

☆☆☆

**We are committed to provide a safe work environment for all employees.**

☆

**We believe the safe performance of the job is always more important than the job itself.**

☆

**We will provide the training, tools, and resources required to ensure a safe and clean workplace.**

☆

**Employees are empowered and required to discontinue an activity that involves the use of unsafe practices or tools.**

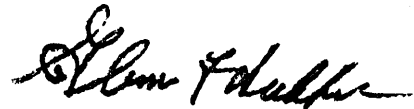
☆

**All employees have the right, responsibility, and requirement to work safely.**

Management recognizes there are certain inherent potential risks that are a part of our Company's operations, but the safety of our employees continues to be a prime consideration since people represent our most important asset.

The efficiency of any operation can be measured directly by its ability to control the risks. Accidents resulting in personal injury and damage to property and equipment represent needless waste.

It is imperative that all employees recognize the need for our operations to be injury and accident free and that their safety performance and acknowledgment of these standards will be measured as a part of their overall performance reviews.

A handwritten signature in black ink, appearing to read "Glenn L. Hulcher", written in a cursive style.

---

Glenn L. Hulcher, President

# **SAFETY & OPERATIONS GUIDELINES**

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## GENERAL SAFETY AND OPERATIONS

### GENERAL

- 100 All persons employed by any of the Hulcher Companies shall be issued a copy of the Safety and Operations Guidelines Manual. This manual shall be kept during their employment and returned upon termination.
- 101 If an employee is called upon to perform work which he considers unsafe and not properly protected, he shall bring the matter to the attention of his supervisor before commencing work. If questions arise, interpretation rests with the supervisor.
- 102 Rules, procedures and guidelines may, in some cases, conflict with each other, but always follow the more stringent course of action (i.e., in case of doubt or uncertainty, the safest course shall be taken).
- 103 All employees shall understand how to safely perform all aspects of their jobs; if something is not understood -- STOP and ASK the supervisor in charge. No employee is expected to begin any job assignment until they have been thoroughly instructed in the correct and safe procedure of the task.
- 104 Smoking shall be permitted in authorized areas only. "No Smoking" areas shall be posted.
- 105 Two-way radios shall be used for transmitting messages pertaining to Company business. Proper radio procedures shall be used. Radio use is restricted to Company business only. Profanity is prohibited. The Company radio shall be kept in optimum operating condition at all times.

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- 106 The Company assumes no responsibility for loss or damage to the personal property of an employee.
- 107 Employees shall not admit fault on behalf of the Company.
- 108 Respect for the property of others is mandatory (example: remove excessively dirty or muddy footwear, coveralls or rain suits before entering motels or public places). Employees shall be held responsible for, and may be required to pay for the wanton destruction, soiling or theft of the property of others. Supervisors shall obtain rooms and keys and issue them to appropriate individuals.
- 109 Employees shall not be careless of the safety of themselves or others; insubordinate, dishonest, immoral, quarrelsome or otherwise vicious conduct; or conduct themselves in such a manner that the Company shall be subject to criticism and loss of good will.
- 110 Employees are under the jurisdiction of the officers of the division or subsidiary for which the service is being performed, including travel to and from.
- 111 Company property issued to an employee shall be returned to the Company at the time the employee terminates employment or when it is requested by the department head or designated representative. The value of any property issued and not returned will be deducted from the employee's paycheck.
- 112 Removal of Company owned, rented, or leased items or materials from Company property or job site without permission of the supervisor responsible for such items/materials is prohibited.

- 113 Division managers and department heads are responsible and accountable for the inventory items within their division and/or department.
- 114 Employees who are furnished keys for use in their duties shall use such keys only with lawful intent and in the performance of their duties.
- 115 Horseplay, scuffling, fighting, practical jokes, gambling, possession of firearms and other weapons are strictly forbidden on Company property, in Company vehicles, or on job sites.
- 116 Employees shall not run up or down stairs, through halls or passageways or around corners and never ascend or descend stairways with hands in pockets: use handrails.
- 117 Employees shall avoid placing any portion of their body between two objects that could come together, pinching or smashing them. Such items may include, but are not limited to, hooks, shackles, cables, **railcar** truck parts, tractors, etc.
- 118 The use of company credit cards or the company's name to secure items or services for non-company use is prohibited.
- 119 The use of sweatbands, handkerchiefs, or other clean cloth tied over the forehead is encouraged to absorb perspiration and prevent the temptation to rub the eyes or face with your hands.
- 120 Never place your body between the lifting equipment and the suspended load.
- 121 All employees will have their names on the front of their hard hat. Employees with less than one year of experience within that job description will have their name in green.
- 122 Handheld radio users must secure the Handheld radio to prevent loss or damage.



- 
- 123 When the employee is off due to an injury or illness, it is the responsibility of the employee to maintain routine contact with their supervisor.
  - 124 Effective reflective outerwear must be worn on all job sites. This is commonly defined as an orange vest with retroreflective striping.
  - 125 Employees should not run in the performance of their duties.

#### **ACCIDENTS/ INJURIES/ REPORTING**

- 130 Any unsafe condition or violation of guidelines shall be promptly reported to the supervisor.
- 131 Accidents, injuries, defects in equipment, or any unusual condition which may affect the safety or liability of the Company shall be reported to your supervisor by the quickest available means of communication.
- 132 When physically able to do so, employees sustaining an injury of any kind while on duty or on Company property shall immediately report the injury and cause to their supervisor even if medical treatment is not required.
- 133 If medical treatment for an injury becomes necessary after leaving Company premises, an immediate report shall be made to the supervisor.
- 134 Supervisors shall complete the necessary forms and reporting procedures per the Company Policy as outlined in the Incident Investigation Booklet for all incidents, injuries, accidents and property damage/losses.

- 135 Whenever an employee (whether on duty or not) witnesses an incident or has pertinent information regarding an incident in which a person is injured or property is damaged in which the Company is in any way concerned, he shall report it immediately to his supervisor. The senior operations officer in charge should make every effort to procure the names and addresses of all persons who witnessed the incident.
- 136 Equipment involved in incidents shall, when possible, be marked for identification and placed in the custody of a company officer or a responsible employee.
- 137 When employees return to duty after an illness or injury that has required the services of a doctor, or if employee was off duty because of such illness or injury for three (3) working days or more, he shall provide his supervisor with a written doctor's release.
- 138 All cases of robbery, attempted robbery, theft or damage to any property owned, leased or rented by the Company shall be promptly reported to your supervisor.
- 139 Under NO condition shall the 50 mph Company speed limit be exceeded with permit loads.
- 140 Information concerning any accidents and personal injuries and/or incidents must not be made public nor communicated to persons other than those directly concerned or as required by investigating police officers or other public officials having jurisdiction over the incident.
- 141 When any injury occurs that is work related and requires doctor's assistance, the injured employee should be accompanied to the doctor by a supervisor or another Company employee if supervisor not available.

## SUBSTANCE ABUSE

*Refer to Policy and Practice guide for entire policy.*

- 150 Possession or use of regulated intoxicants on Company property or on any job site is prohibited.
- 151 Use of regulated intoxicants or possession of regulated intoxicants with the container seal broken in a Company vehicle, whether on or off duty, is prohibited.
- 152 Possession or use of an unlawful intoxicant on or in Company property, including vehicles, or on any job site, whether on or off duty, is prohibited.
- 153 Employees shall not report for duty or operate Company vehicles or equipment under the influence of intoxicants or drugs, which in any way affect alertness, coordination or ability to safely perform assigned tasks.

## HUMAN RESOURCES

- 160 Persons less than eighteen (18) years of age shall not be employed without the authority of the Human Resource Department and Operations Department, and in compliance with the applicable state laws or regulations which may restrict employment of persons of such age in certain categories of potentially hazardous work.
- 161 Scheduled breaks shall be determined by supervisor or department head.
- 162 All employees (full and part-time) shall have a copy of a Company physical on file in the Human Resource Office in **Denton**, Texas. This physical shall be given by a designated Company doctor.

- 163 Employees shall report for duty on time. Notification of tardiness or absenteeism to the supervisor is the employee's responsibility.

## ON TRACK SAFETY

*Refer to written program for additional details.*

- 170 Any employee who might foul a track must receive initial and annual on-track safety training.
- 271 Each supervisor of a work group, which may foul a track, should coordinate with the **employee-in-charge** for the railroad and any other company on the job site to ensure we comply with their on-track safety rules.
- 172 Employees shall not foul a track except when necessary and only when on-track safety procedures have been implemented.
- 173 Assure and gain on-track safety whenever possible directly from the railroad representative who **controls** movement of rail equipment.
- 174 Keep at least four feet away from track whenever possible.
- 175 Remain clear of the track and inform the railroad when it is believed in good faith that the required level of protection is not being provided.
- 176 Employees designated as "Employee in charge" or **"watchman/lookout"** shall receive additional training as required in the on-track safety manual.
- 177 The sole duty of a "watchman/lookout" is to look out for approaching trains/equipment and provide at least 15 seconds warning to roadway workers.

- 178 Watchman/lookouts shall be equipped to provide auditory and visual warning such as a whistle or air horn, a flag by day, and either a lantern or fusee by night.
- 179 A work group may only foul a track when:
- working limits have been established (controlled or non-controlled).
  - a job briefing has been completed and each worker has been told by the **employee-in-charge** that on-track safety is being provided.
  - the task requires the group to foul a track.
- 180 Prior to starting work that will require an employee or equipment to foul a track, the employee-in-charge or a designated employee will provide a job briefing. Any time on-track safety procedures change, another briefing will be held.
- 181 If a task or procedure requires a lone worker, then the requirements for lone worker in the on-track safety manual will need to be followed.
- 182 Each employee has the right to challenge in good faith whether the on-track procedures applied at the job site comply with the company's on-track safety program.
- 183 Prior to initiating a challenge, the employee shall discuss on-track safety procedures with employee-in-charge and clarify any misunderstandings about those procedures.
- 184 The challenge procedures shall be conducted in accordance with the on-track safety manual.

## MANUAL MATERIAL HANDLING

### GENERAL

- 200 Cylinders shall not be lifted or transported by hoisting equipment except when a proper cradle or lifting device is used. They shall never be handled by magnets or by slings. Valve caps shall not be used for lifting cylinders.
- 201 Lifting beyond normal capabilities is prohibited. Employees shall obtain additional help or mechanical assist device(s) to lift or handle heavy or other back-injury threatening objects.
- 202 Sharp objects shall be carried in a manner to avoid accidents and be used for the purpose intended.
- 203 Good communication is necessary when handling ties. All employees should have a good grip on the tie prior to beginning the move. Employees should avoid placing hands at such a point that if a co-worker loses his grip your hands may be caught in a pinch point.
- 204 Tie or timber tongs should be used while handling ties: maintain sharp points in order to provide a good grip. Each **sideboom** and crane shall have an operable 2 man set of tie tongs mounted on the equipment for easy access and availability.
- 205 Skin contact with creosote-treated ties shall be avoided.
- 206 When lifting, employees shall make sure they have secure footing, a good grip and follow the eight (8) principles of correct and safe lifting:

## **EIGHT STEPS TO A SAFE LIFT.**

1. **Size up the load**  
Always assess the object before lifting.  
Make sure the load is stable and balanced.  
Put slight force against the object to determine the weight.
2. **Plan the job**  
Plan a route that is free from tripping and slipping hazards.  
Make sure the route allows easy travel.  
Know where the object will be unloaded.  
Plan for a rest-stop if necessary.  
Face the object that you are about to lift, if possible, face the direction you want to go.
3. **Establish a base support**  
Make sure you have firm footing.  
Keep your feet at-least shoulder width apart.  
A staggered stance, with one foot slightly behind the other.  
This stance often helps provides a firm base of support.
4. **Bend your knees**  
Bend your knees not your waist.  
Squat down as far as necessary using your legs and not your back.
5. **Get a good grip**  
Grip the load firmly, using your whole hand, not just your fingers.
6. **Keep the load close**  
Keep the load close to your body.  
The closer it is to your abdomen, the less force it exerts on your back.  
Maintain a natural inward curve of your lower back.  
Keep your back upright.

Ten (10) pounds of weight held close to your body is like one hundred (100) pounds on your back at arms length.

7. **Lift with your legs**  
Lift with your legs to allow your body's powerful leg muscles do the work.  
Flex at your knees and hips, not your back.
8. **Pivot, don't twist**  
Don't twist your body when moving objects that have already been lifted.  
Pivot your feet and **turn** your entire body in the direction of movement.

Using these simple but effective lifting techniques can reduce the risk of becoming a statistic and eliminate many years of reoccurring pain. Use your head, not your back.

## **LIFT SMART!**

## **FACILITIES**

### **GENERAL**

- 300 All walk-in doors or stairs of the shop area shall be marked with an "EXIT" sign. Doors that do not lead to a means of exit shall be marked "NOT AN EXIT" or otherwise identified.
- 301 Material, vehicles or equipment shall not block access to electric switches, meters, controls or panels, fire extinguishers or exits.
- 302 All facilities and storage areas shall be locked when left unattended. This includes gates to fenced areas. Keys for vehicles parked inside the facility shall remain at the facility.

- 303 Vehicles and equipment shall be safely parked in a neat, orderly, well lighted, designated fashion. Whenever possible, back vehicles into parking places.
- 304 Drop pits, manholes, and other floor openings shall be kept covered when not in use. For additional guidance on guarding floor and wall openings and holes. For additional guidance, refer to OSHA Standards 29 CFR 1910.23
- 305 All piping within seven (7) feet of the work surface shall be identified or labeled with the name of the piping contents.
- 306 Fixed stairways shall be designed and constructed in accordance with appropriate OSHA Standards 29 CFR 1910.24.
- 307 Overhead work platforms or storage areas shall be equipped with a handrail (42" high), midrail, and a four (4) inch high minimum toe board to protect a lower surface from possible falling objects. For additional guidance, refer to OSHA Standards 29 CFR 1910.23.
- 308 Portable metal ladders or ladders with metal reinforcing shall not be used for electrical work.
- 309 Ladders shall extend three feet above the landing surface and be tied off and secured. For additional guidance, refer to OSHA Standards 29 CFR 1910.25, .26, .27.
- 310 Portable wooden ladders shall not be painted; instead use preservatives, shellac, varnish or linseed oil.
- 311 Heating equipment in vans and facilities will be inspected regularly and any problems repaired and/or reported immediately on the proper form.

- 312 Standing or attempting to stand on improvised scaffolds or supports made of boxes, barrels, chairs, stools or using other unsafe means for reaching high places is prohibited. For additional guidance on safety requirements for scaffolding, For additional guidance, refer to OSHA Standards 29 CFR 1910.28.

## HOUSEKEEPING

- 320 The work area shall be kept in a clean, neat and orderly fashion. Spilled material shall be cleaned up immediately.
- 321 Greasy waste, clothing, paper and rubbish shall not accumulate.
- 322 Placing or leaving any object where it is likely to fall or be knocked off is prohibited.
- 323 Tools and supplies shall be maintained in a storage area when not in use.
- 324 Ice and snow should be cleaned off walkways around all Company facilities. ,
- 325 Shovels, forks, rakes or other pointed or edged tools shall be placed with points or edges turned down when not in use.

## FIRE PREVENTION AND PROTECTION

- 330 All employees shall be annually trained in the proper use of portable fire extinguishers and be aware of the location of each fire extinguisher at the facility.
- 331 Any employee using a fire extinguisher for any purpose shall immediately notify his supervisor of its location and why it was used.

- 332 Fire extinguishers, full and ready for use, shall be accessible in their proper location in shops, vans, vehicles and on equipment.
- 333 Fire extinguishers are to be inspected monthly and a notation made on the fire extinguisher tag.
- 334 Water shall not be used to extinguish electrical fires.
- 335 Gasoline or flammable liquids shall not be used for cleaning purposes.
- 336 Only solvents with a flash point of over 100 degrees shall be used for parts cleaning in shops. Any removal of grease or dirt with fuel oil or kerosene shall be done outside the shop with proper containment and disposal actions taken.
- 337 Appropriate signs shall be placed on or near fuel storage tanks, i.e., "No Smoking", "Turn Engines Off", and other identification signs.
- 338 No source of ignition is allowed within 30 feet of any fueling operation.
- 339 Metal contact shall be maintained between containers while transferring flammable liquids. When filling a gasoline tank, the nozzle or spout of the container must touch the tank opening before and while the gasoline is being poured or pumped. This will help avoid a static spark that may cause ignition. Grounding lines shall be used as necessary.
- 340 All cans, drums, storage cabinets or other approved receptacles used for gasoline, naphtha, paint, thinner or flammable liquids shall be painted RED or YELLOW and labeled with appropriate warning labels.

- 341 Flammable liquids shall not be:
- Used to start or intensify a fire.
  - Thrown into refuse cans.
  - Stored in open containers.
  - Used to clean hands, gloves or clothing.
  - Stored or transported in other than approved containers.
- 342 Steel wool or a steel brush must not be used to clean around machines, tanks or other places where flammable vapors may be present.
- 343 When oxygen or fuel gas cylinders are stored, the oxygen shall be separated from the fuel gas by a 5 foot high, 30-minute fire resistant wall or by at least 20 feet.
- 344 Fuel oil, lubricating oil or cleaning solvents shall not be stored within 20 feet of oxygen cylinders or any source of ignition.
- 345 Combustible walls on the side of or behind a stove or grill in vans should be protected from fire with a hard surface insulating material.
- 346 Flammable and combustible materials shall not be used around an open flame or other source of ignition.
- 347 Paint and/or flammable liquid storage cabinets shall be isolated from open flames or spark producing devices by a minimum distance of 25 feet. All paint/flammable liquid cabinets shall be painted RED or YELLOW and labeled with flammable storage warning signs.
- 348 All small engines (generators, pumps, lawn mowers, weed eaters, chain saws, etc.) shall be shut off and allowed to cool before re-fueling. Wipe off any spilled fuel before starting the engine.

## FIRE EXTINGUISHER USE

In the event a fire breaks out, employees should remember the acronym **P.A.S.S.**

Use the following steps:

- P** Holding the fire extinguisher in your right hand at hip level, use your left hand to **PULL the PIN**, discard the pin.
- A** With your left hand, **AIM the Nozzle** at the base of the fire.
- S** Using your right hand, **SQUEEZE** the discharge handle and carrying handle together to start the flow of extinguishing agent. Employees should be about 8 to 10 feet away from the fire and slowly advance towards the fire as the fire extinguisher begins to flow.
- S** As the extinguishing agent begins to **flow**, **SWEEP** the base of the fire from side to side as you advance.

Employees should always have an exit (a way to escape) at their back when using a fire extinguisher.

Once the fire is extinguished, employees should never turn their backs on the fire and should wait a few seconds before leaving the area in case the fire flares back up.

## ELECTRICAL

- 350 Employees shall avoid handling electrical cords or operating switches with wet hands.
- 351 All conductors, wires, cables and electrical equipment shall always be considered energized unless positively known to be de-energized and grounded.
- 352 Power cord insulation and connections shall be inspected frequently and maintained in safe condition to prevent shorts and faults.
- 353 Extension cords with work lamps shall be equipped with lamp guards.

- 354 Each switch inside electrical control panel cabinets shall be labeled according to its function.
- 355 Electrical service outlets over **120V** shall be labeled with the appropriate voltage.
- 356 All 120 volt, single phase, 15 and 20-ampere receptacles that are not part of the permanent wiring, must be protected by ground-fault circuit interrupters (GFCI).
- 357 Electrical switch panels shall be enclosed in an approved cabinet to prevent accidental contact.
- 358 All newly installed electrical installations shall be in accordance with applicable electrical codes.
- 359 **GFCI's** shall be used in combination with all extension cords and portable electric tools and equipment.

## OFFICE

- 370 Caution shall be used in operating paper cutters, trimmers and power punches. Keep fingers clear of the cutting blades. The blade of a paper cutter shall not be left open after use.
- 371 Contents of filing cabinets shall be arranged so the cabinet is not top heavy.
- 372 Business machines shall not be adjusted or cleaned while in motion. If the machine jams, the power shall be turned off before attempting to remove the obstruction.
- 373 Telephone or permanent electrical cords shall not be strung across the floor unless they are covered and protected.

- 374 Use care when handling papers in order to avoid cuts. Use a rubber finger guard when working with stacks of papers and a wetting device (not the tongue) for sealing envelopes.
- 375 Allowing filing cabinets or desk drawers to remain open while not in use is prohibited.
- 376 Not more than one drawer of a file cabinet shall be opened at any one time.

## **HAND AND POWER TOOLS**

### **GENERAL**

- 400 Power and hand tools shall be used for the designed intent only.
- 401 All electrically operated hand and power tools shall be property grounded or double insulated and shall be U. L. approved.
- 402 Disconnect all power, hydraulic or pneumatic tools when not in use. Except for momentary suspensions of work, hose lines, power cords and power tools shall be returned to the proper storage area.
- 403 NEVER release a power saw or drill until it has stopped revolving.
- 404 Lay power tools down in such a manner that they cannot accidentally be started. Unplug all power tools when not in use.
- 405 Electrically powered tools shall not be raised or lowered by the power cord; a hand line shall be used.

- 406 All hand or power tools along with their electrical, hydraulic, or pneumatic connections, shall be visually inspected for defects prior to use. Defective equipment shall be tagged "Out of Service" and not used until repaired.
- 407 Power tools that have switch locking devices shall not be modified or removed and shall be in working condition.
- 408 If the pressurized air hose becomes detached from the tool, do not try to grasp the hose. Turn off the air at the base control valve.
- 409 Pneumatic tools shall not be connected or disconnected until the valve to supply line has been closed and pressure released from the hose, unless hose is equipped with quick release fittings with check valves.
- 410 Exhaust deflectors and mufflers on pneumatic tools shall be kept in place and in working order.
- 411 When rip cutting, be sure anti-kickback dogs are working on the table saw. Employees shall position themselves to the side to avoid possible kickback of the lumber.
- 412 Remove loose or scrap material from blades on the saw table immediately after blade rotation has stopped. If material becomes wedged between the blade, remove it only after power to the saw has been disconnected.
- 413 Use a push stick of sufficient length to feed short pieces of wood or the end of long pieces through and clear of the revolving blade.
- 414 Tools shall only be used for the purpose for which they are designed.
- 415 Sitting on, standing on, or straddling a bar or lever while it is in use is prohibited.



- 416 Before any material is drilled, it shall be properly secured by means of a vise, clamp, or chuck to prevent its movement. Tongs, pliers, wrenches or similar hand-held devices shall not be used to hold materials.
- 417 Proper balance, tool adjustment, and hand placement shall be established prior to using hand tools to prevent slipping or falling.
- 418 Sledges or hammers with cracked, loose or splintered handles **shall** have the handles replaced before further use.
- 419 When compressed air is used to clean or remove material, no more than 30 psi shall be used. Goggles and gloves shall also be worn.
- 420 Machine guards and safety devices shall be in place prior to using hand and power tools.
- 421 All rotating **shafts**, pulleys of machines shall be guarded and safety devices shall be in place prior to using hand and power tools.
- 422 Employees shall receive proper instruction and understand the safe use and care of power tools, appliances, machinery and other equipment before operation.
- 423 Finger rings and other jewelry should be removed when working with power tools, operating electrical devices and other equipment on the job and in the shop.
- 424 Employees shall not be distracted by unnecessary conversation while operating power tools or machinery.

## GRINDING

***For additional guidance, refer to OSHA Standards 29 CFR 1910.215, abrasive wheel.***

- 430 Before mounting a grinding wheel to the grinder, it shall be inspected. Wheels should be tapped gently with a light non-metallic implement, such as a handle of a screw driver for light wheels or a mallet for larger wheels. If they sound cracked (dead), they shall not be used. This is known as the ring test.
- 431 Grinding wheels should mount easily onto spindle end; never force wheel onto spindle. Spindle end nuts shall be only tight enough to properly hold the flanges in place against the wheel.
- 432 Spin the wheel a few revolutions by hand before applying power to be sure the wheel does not strike the hood or tool rest.
- 433 The tool rest on a grinding wheel shall be adjusted as close to the wheel as possible, not more than **1/8** inch from the wheel.
- 434 Prior to using the grinder, step to one side and let the machine run for about one minute at full speed.
- 435 Grinding on other than the face of a wheel is prohibited except in the case of wheels designed with faces on both the edge and the side.
- 436 Keep wheels clean and true by frequent dressing. Remove only enough stock to place wheel in proper condition. If a wheel vibrates excessively after dressing, stop the machine and check for other defects.
- 437 A face shield, as well as safety glasses, shall be worn during all grinding procedures.

- 438 To reduce chance of breakage, apply the work gradually to a cold wheel to give it a chance to warm up.
- 439 Do not use grinding wheels to grind wood or other soft materials, as particles may become lodged in the wheel.
- 440 Bench grinders shall be securely mounted to prevent movement.
- 441 Portable hand held vertical grinders shall be equipped with a guard that has a maximum exposure area of 180 degrees.
- 442 Long sleeved protective equipment, i.e. chaps, green coat/pants, etc. should be worn when using portable grinders, rail saws, chain saws, chop saws, and other spark producing equipment.

## CHAIN SAW

- 450 Prior to using a chain saw, inspect the chain blade for proper adjustment. The chain guide should be able to be pulled out of the slot on the bar to a point even with the top of the bar.
- 451 Hearing protection, goggles (safety glasses with face shield), and gloves shall be worn while operating a chain saw.
- 452 When starting a chain saw, place the **saw** on **firm** ground or a solid surface. Never drop start a chain saw.
- 453 Always hold a running chain saw with two hands. Do not walk with the saw or place the saw down unattended while the chain is rotating.
- 454 Do not cut using the top part or very tip of the chain saw bar.

- 455 Chain saw operators shall make sure the area and item in which they are cutting is free from obstruction and others in the area are clear.

## Avoid chainsaw kickback situations

1. Hold the chain saw firmly with both hands and maintain a secure grip.
2. Be aware of the location of the guide bar nose at all times.
3. Never let the nose of the guide bar contact any object. Do not cut limbs with the nose of the guide bar. Be especially careful when cutting small, tough limbs, small size brush and saplings which may easily catch the chain.
4. Don't overreach.
5. Don't cut above shoulder height.
6. Begin cutting and continue at full throttle.
7. Use extreme caution when re-entering a previous cut.
8. Do not attempt to plunge cut if you are not experienced with these cutting techniques.
9. Cut only one log at a time.
10. Be alert for shifting of the log or other forces that may cause the cut to close and pinch the chain.
11. Maintain saw chain property. Cut with a correctly sharpened, properly tensioned chain at all times.
12. Stand to the side of the cutting path of the chain saw.
13. Chain saw chaps should be worn when using a chain saw.

## ABRASIVE BLASTING

*For additional guidance, refer to OSHA Standards 29 CFR 7910.94, abrasive blasting.*

- 460 Compressor used to supply air for employees wearing abrasive blasting hoods shall be equipped with a carbon monoxide filter system.
- 461 The air intake of the compressor must be kept on the windward side of the blasting operation and must be located so that exhaust gases of the compressor engine cannot be drawn into it.
- 462 Appropriate eye and respiratory protection shall be worn by all employees who are working in the immediate area of an abrasive blasting operation.
- 463 The abrasive blaster shall be particularly careful to avoid striking other employees or passing traffic with the stream from the abrasive blasting machine.
- 464 The sandblast nozzle shall have functional automatic cutoff (dead man control).
- 465 Always wear a positive pressure air breathing hood when abrasive blasting. It is important that air escapes continuously from the hood or mask, even during inhalation; otherwise, dust-laden air may be drawn inside the hood.
- 467 Abrasive blasting operators shall be equipped with heavy canvas gloves and aprons or equivalent protective devices.
- 468 Whenever abrasive blasting is to be conducted, the use of silica sand is prohibited. Substitute with less toxic compounds such as corn cob, baking soda, black slag, or similar materials.
- 469 Obtain and review the MSDS for the substitute product prior to use.

## POWDER ACTIVATED TOOLS

*For additional guidance, refer to OSHA Standards 29 CFR 7916.302.*

- 470 Only trained and authorized personnel shall be permitted to operate powder activated tools.
- 471 Employees shall treat a powder activated tool with the same respect extended to firearms. Tools shall not be pointed at people or left unattended when loaded.
- 472 Only factory recommended fixtures and accessories shall be used.
- 473 Users of powder activated tools shall wear hearing and eye protection.
- 474 Loaded powder activated tools shall not be transported, carried up or down ladders, or walked with. Tools shall not be loaded until immediately before use.
- 475 In the event of a misfire, the tool shall be removed from the work surface for at least 30 seconds; then remove the powder charge and dispose of it.
- 476 Tools shall not be fired into anything unless you are sure the fastener does not have sufficient power to drive completely through it.
- 477 Do not fire fasteners into cast iron, tile, high carbon steel or other hard or brittle materials. A minimum distance of one-half (1/2) inch from the edge of steel and three (3) inches from the edge of concrete shall be maintained.
- 478 The tool shall not be fired in the half-shield position unless the work itself provides protection against ricochet.

- 479 Powder activated tools shall not be operated within 25 feet of flammable liquids or in explosive atmospheres.
- 480 Tools shall be fired and tested on a test surface prior to being placed into daily service. No defective tool shall be used.

## **PRESSURIZED EQUIPMENT AND SYSTEMS**

### **COMPRESSED GAS CYLINDERS AND STORAGE**

*For additional guidance, refer to OSHA Standards 29 CFR 1926.350, .253.*

- 500 Compressed air or gas (including fuel gas, and oxygen) shall not be used to remove dirt from clothing or personnel.
- 501 Oxygen and gas cylinders in storage or being transported shall have gauges removed and valve protection caps securely in place.
- 502 Leaking cylinders shall not be used. When cylinders are leaking, remove them immediately to open air and keep clear of anything that will cause gas to ignite. Notify the supervisor.
- 503 All compressed gas cylinders, either empty or full, shall be used, stored, and transported in a secure and upright position.
- 504 Cylinders must be protected from sparks, molten metal, electric current and excessive heat or flames. They must be protected from falling metal and moving equipment.
- 505 Each compressed gas cylinder shall be identified as to its full, partially full, or empty status.

## **JOB ACTIVITIES**

### **GENERAL**

- 600 Job sites are hard hat, reflective **outerwear**, safety glasses and safety toed boot areas for all employees.
- 601 Only authorized Company personnel and those persons authorized by a customer are allowed on a job site. All other visitors, official or **otherwise**, must make their presence known to the customer.
- 602 Any and all requests for information pertaining to the activities at or surrounding the job site shall be addressed to the customer. Courteous conversation and actions shall be extended to all persons at the job site.
- 603 While on a job site, all personnel shall abide by the customers and our Company guidelines, whichever is more stringent, pertaining to operations and safety.
- 604 A supervisor should precede the movement of equipment into a job site as far in advance as possible to determine the following:
- a. Access, with permission obtained by the customer, for movement from our permitted routes.
  - b. A suitable place to set up and tear down with permission acquired by the customer from the landowners.
  - c. Check site for any underground and overhead utilities, and to make arrangements for the protection of same.
  - d. Traffic problems, and obtain assistance from local police.

- e. Obtain assistance from local police and customer employees in removing unauthorized personnel, vehicles and spectators from the unloading, set-up, and working areas.
- f. Record the names of all persons securing permission, granting permission or rendering assistance in any of the above instances.
- g. Determine any unusual hazards pertaining to the job at hand.
- h. Contact the customer representative on site and keep him/her informed.

- 605 When the restriction of the flow of traffic becomes necessary, flagmen wearing red or orange warning vests shall be positioned far enough from the equipment to control the flow of traffic.
- 606 Hand signals by flagmen to control vehicular traffic shall be by use of red flags at least 18 inch square or sign paddles.
- 607 Warning garments worn at night shall be of reflective material.
- 608 Underground pipeline and utility companies shall be contacted through the customer to identify the location of their equipment.
- 609 Underground pipelines or cables should be considered live until the operator of such lines indicates differently.
- 610 Setting up or tearing down of equipment should be done in a properly lighted and flat area under appropriate supervision.

- 611 Prior to entering a derailment site, the supervisor or his assistant shall inform all employees at the job site of the potential hazards involved with the job during a pre-job safety meeting. Customers and other involved persons should be invited to participate in the pre-job briefing. Newly arriving employees shall be briefed as they arrive on site.

- 612 All twisted and broken rail, dislodged cross ties, and debris from wrecked **railcars** shall be carefully removed from the work area and stockpiled in a safe area. Debris and broken rail may be hidden under the wreckage and should be removed with caution

(BROKEN RAIL is the **#1 HAZARD**)

- 613 Employees shall keep a careful lookout for obstructions, holes and openings to prevent tripping, slipping, falling or turning an ankle. Before walking backwards, stop and look for obstructions.
- 614 Stepping on or walking on the ball of rails, frog switches, guard rails, **interlocking** machinery or connections, is prohibited.
- 615 Good housekeeping shall be maintained on all job sites. Cups, paper, or other garbage are to be kept together for disposal. Do not intentionally break glass bottles.
- 616 Do not swing from side ladder to end ladder. Maintain three (3) points of contact with the car. Never straddle two (2) cars.
- 617 Climb up or down from all elevated positions. **DO NOT JUMP ON OR OFF**. Use ladders, steps and grab irons as provided. Always keep three (3) points of contact.

- 618 Always face the ladder on cars when going up or down, keeping your body as close to the ladder as possible.
- 619 While working on engines, cars, scaffolds or other elevated places, look before making a step in any direction to avoid losing balance or slipping.
- 620 One designated man shall give hand signals to the operators. Equipment operators shall not move without clearly understanding signals or instructions.
- 621 Employees noting the improper application of cable, slings or hooks shall correct the problem, if possible, or notify the supervisor before the lift or pull is made.
- 622 Only necessary personnel shall be in the area when lifting, moving or winching any **railcar** or other object.
- 623 While on the job site, equipment operators will remain on the equipment unless otherwise directed by a supervisor.
- 624 Operator shall not leave his position at the controls while a load is suspended or the equipment is in gear.
- 625 After making hookups, the car shall not be moved until all personnel are a safe distance away from the car.
- 626 During set up and tear down, If it is necessary to place any part of the body under a suspended weight rack, counterweight, block, or boom, notify the operator and supervisor that you are there and be sure both understand your intentions.

- 627 Prior to placing chains on trucks or under any car, be sure that the supervisor is aware of your intentions.
- 628 A Company-approved center pin holder shall be used to place a center pin in a set of railroad trucks when trucks are under a suspended load. When using center pin holders, keep clear of suspended load and rail trucks.
- 629 When working with or repairing railroad trucks, be alert for moves being made by equipment and keep hands and feet out of pinch areas.
- 630 When picking up tools, slings, truck and car parts or other objects, all shall be placed, not thrown, into the proper place or container.
- 631 Use caution when working with roller bearing rail trucks that do not have (keeper) pedestal frame keys for securing the axles to the side frame. When picking up or moving the trucks, the axles or adapters may fall out.
- 632 Any wreck supplies that are to be used immediately shall be placed in an area so as not to create a "tripping hazard" or be run over or covered up by equipment.
- 633 If necessary to drop anything from an elevated position, at least one person on the ground must be aware of your intentions and they shall safeguard the area where the object will fall. Drop object only after you are sure the area is clear and the watch person signals clear.
- 634 Before removing or returning wreck supplies from/to a tractor, be sure the tractor is not moving and the operator is aware of your intentions. Make sure you have eye contact with the operator.

- 635 An operator should be relieved by another operator so he can eat, rather than try to eat and operate at the same time.
- 636 When necessary to remove something from between the points of a rail switch, use a stick or tool -- not the hands or feet.
- 637 When cleaning or removing debris from any surface, especially bowls of trucks, be aware of possible metal shavings that may cut through gloves.
- 638 When rail switches are used, first obtain permission from the customer; then, switches shall be returned to the position they were found in.
- 639 Clothing, equipment, or employees shall not be positioned in a way that would obstruct highway or railroad signs or signals. Clothing must not be hung on highway or railroad signs or signals.
- 640 Employees shall refrain from placing clothing, tools or other objects on ladder rung, grab iron, footboard, running board, step, end sill, or other safety appliances on engine, car or work equipment. If this must be done, the item being placed must be secured and /or put in a place that will not create a hazard.
- 641 Placing material or tools in or on top of switchboxes is prohibited.
- 642 Before operating a side door on a car, be certain door is properly tracked. If door is off track, take precautions to safeguard opening and closing.
- 643 While opening or closing car doors, keep fingers clear of edge or jamb of door, casting, or rail on which door travels. Keep body clear of opening made by door to avoid falling freight.

- 644 Overhead electrical lines rated 50K volts or less shall have a minimum clearance of ten (10) feet between the energized lines and any part of a crane, hoist, boom, or load. For every 1K volts over 50K volts, add 1/2 inch.
- 645 When proper clearance cannot be maintained, power should be shut off and power lines grounded by the utility company.
- 646 Ground-fault circuit interrupters shall be placed on temporary lines of **120V**, single phase, 15 to 20 amp receptacle outlets on work sites. Portable generators of **5KW** or less shall be exempt.
- 647 Use of a cheater pipe to loosen binders should be avoided. If it is necessary to use a cheater pipe to loosen binders, take proper precautions to keep from being struck by pipe or binder.
- 648 Fingers shall not be placed in holes to determine pin alignment.
- 649 Employees shall not ride on **or step** across conveyors while in service.
- 650 Boards with protruding nails shall be moved to a safe place or the nails removed or bent down.
- 651 Feet and legs must be kept clear of rails where spikes are loose on either or both sides and rails are being used to rerail cars or engines.
- 652 When dismantling cars or other equipment, the work should be properly planned and extreme care used to prevent being struck by parts which fall when supports are burned or cut off.
- 653 Life jackets or work vests shall be worn where there is danger of drowning or falling into open water from a bridge, barge, dock or boat without life lines.

- 654 When working on a structure where traffic or pedestrians are passing underneath, care shall be exercised to prevent tools or materials from falling.
- 655 Special site safety procedures, rules, and policies shall be followed as described on the site safety plan.
- 656 Individually bottled water is recommended for drinking water at job sites. The use of open topped containers for potable drinking water may only be done where sanitation is closely controlled.

## **WELDING AND CUTTING**

*For additional guidance, refer to OSHA Standards 29 CFR 1926.350, 29 CFR 1910.252.*

- 660 Persons (such as helpers, attendants, or safety watches) not engaged in an operation requiring the use of eye protection but are in the vicinity of such operations shall wear appropriate eye protection (cutting or welding goggles).
- 661 Shields or objects shall be used to block harmful welding arcs from other persons working in the area. Welding lens shall be colored to meet a shade **#10** rating, and cutting lens shall be a shade **#4** rating.
- 662 Welding cable shall not have splices in it within ten (10) feet of the holder.
- 663 Welding cables with damaged insulation or exposed bare conductors shall be replaced or repaired.
- 664 Change or adjustment of pressure shall not be made with torch valve closed.

- 665 Fuel gas (Acetylene) cylinders shall not be opened more than one (1) turn. Where a special wrench is required, it shall be left in position at the stem of the valve while the cylinder is in service.
- 666 Torch hoses shall be moved or protected from falling metal, molten metal and sparks.
- 667 Torches shall be inspected prior to use for leaking shut off valves, hose couplings, and tip connections.
- 668 Gauge protection for oxygen, acetylene, or compressed gas cylinders shall be provided for bottles mounted on equipment.
- 669 Materials shall not be placed directly on concrete or rock while cutting or welding. A space of at least twelve (12) inches shall be provided between the material being cut and the concrete or rock surface. When cutting rail or other materials in the field, keep the flame of the torch away from direct contact with the rock, ballast, or concrete materials.
- 670 A fire watch shall be required whenever welding or cutting is performed. The person designated as the fire watch shall watch for fires and extinguish them immediately.
- 671 All cutting operations shall be done only upon approval of a supervisor. The proper sequence of cutting and positioning the person shall be determined by the supervisor (and the employee making the cut) prior to beginning the task. Cuts under stress shall be done under the direct supervision of a supervisor.
- 672 Rail cut under stress shall be held in place by a tractor **or other** suitable means.



- 673 All angle bars shall be chained prior to cutting the bolts as they are wedged into place and should be considered under stress.
- 674 Cutting on or near placarded cars or cars noted as dangerous shall only be done once the area is determined safe by a Safety Department/HAZMAT Member or Supervisor.
- 675 Each oxygen and acetylene cutting set up shall be provided with flash back arrestors matched for the torch at each torch inlet.

## LOADOUT / TIE DOWN

- 680 All equipment loading and unloading shall be performed under the direct supervision of a guide. No movement shall be made without being signaled and visually observed by the guide. If the guide turns away, the equipment driver shall stop immediately.
- 681 When equipment is operated by Hulcher employees, another Hulcher employee should observe and direct the equipment movement.
- 682 Prior to loading/unloading trailers or equipment, the trailer or **railcar** shall be chocked or secured with the handbrake to prevent movement. Multiple cars in a row shall be secured (handbrake **set**) at least on every other car.
- 683 Ramp cars shall be blocked and chained to the rail.
- 684 A physical check of the fuel, water, oil and safety equipment shall be completed prior to each piece of customer's equipment moved over one-fourth (1/4) mile.

- 685 The driver of the customer's equipment shall check the engine gauges for proper and safe operating readings prior to moving any equipment.
- 686 Seat belts shall be worn by the driver of all units equipped with seat belts.
- 687 Hearing protection shall be worn by drivers of dozers, tanks and any other high noise equipment identified by the supervisor or safety officer.
- 688 Certain equipment shall be parked with the park brake engaged and the transmission placed in neutral to prevent transmission damage during shipment. Check with loading agent for this requirement, as well as any other special instructions.
- 689 All equipment shall be loaded/unloaded in the lowest gear. Speed shall be maintained at a minimum.
- 690 Prior to unchaining or moving any equipment or merchandise, the equipment shall be visually inspected for any damage. All damage or mechanical problems shall be reported to the supervisor in charge and the shipping agent. Photos should be taken.
- 691 Four wheel steering units should be loaded and unloaded in two wheel steer mode only. Check for this prior to movement.
- 692 The equipment guide should maintain a safe distance from the equipment being guided.
- 693 Portable ladders shall be positioned and stabilized along the side of the **railcar** to allow easy access to the car without having to straddle the edge of the car all the way to the end.

- 694 Employees involved in tightening/loosening of binders or other repetitive hand action tasks should be rotated to different tasks during the project.
- 695 All employees and supervisors shall check cribbing and blocks under loaded equipment for proper arrangement prior to releasing the load.
- 696 Knee pads shall be provided and used when an abnormal amount of kneeling is required.

## **PANEL RAIL BUILDING**

- 700 When manually handling rail where two (2) or more persons are involved, one (1) person shall give the command to "lift" and "place down" in order to form a team effort.
- 701 When manually handling rail, rail dogs shall be used. Be sure the rail dogs have a firm grip and will not slip. Rail dogs should be positioned at least two (2) feet from the end of the rail.
- 702 A rail fork should be used to manually roll rail. Keep clear of the backward movement of the rail in case the rail fork should slip. Avoid inserting a tool or bar in a bolt hole to turn or roll rail.
- 703 A spike puller (track claw) shall be used to remove spikes. Before applying pressure, place the claw end of the bar under the spike head straddling the spike, making sure the claw has a firm grip on the spike.
- 704 If unable to get the spike puller under the spike head, the pointed end of the bar (pry bar) shall be placed under the tie plate far enough to lift the plate and spike; remove the pry bar, tap down the plate and reposition the spike puller under the spike.

- 705 Avoid striking the head of the claw bar to force it under the spike head.
- 706 Rail bolts/nuts shall be secured/unsecured with the use of the proper size and type of open-end wrench. A pipe wrench shall not be used on rail bolts and nuts.
- 707 Employees shall brace and position themselves in such a manner to prevent falling or being struck when using a wrench, claw bar, spike hammer or other hand tools.
- 708 Spikes shall be set by holding the spike between the fingers with the palm up and by striking light blows until the spike is firmly set.
- 709 Rail anchors shall be attached to the rail in compliance with the manufacturer's recommendation.
- 710 Removal of rail anchors shall be secured by placing a foot on the anchor on the opposite side of the rail from which point the anchor will be struck with a hammer.
- 711 Rail saws and rail drills shall be securely attached to the rail before operating.

## **BATTERY HANDLING**

- 720 Battery charging shall be done in well ventilated areas with the battery cell caps on.
- 721 Open flames shall not be located within ten (10) feet of a battery that is being charged.
- 722 Do not lean over a battery that is being charged or jumped.

- 723 Safety glasses shall be worn when working on or checking batteries. When batteries require lifting, charging, fluid changing, or adding liquids, goggles, apron, and chemical gloves shall be worn. The MSDS shall be consulted for additional appropriate clothing.
- 724 When lifting, charging, changing fluids, or adding liquids to batteries, employees shall:
- Wear appropriate safety equipment.
  - Permit no smoking or open flames.
  - Thoroughly ventilate the area.
  - Check to see if vent caps are secure before moving.
  - Avoid metal contact across terminals or leads.
  - Connect/disconnect charger leads while turned off.

#### EXCAVATION AND TRENCHING

***For additional guidance, refer to 29 CFR 1926.692.***

- 730 Prior to starting an excavation, the site shall be inspected for hazardous conditions. This shall include, but not be limited to, the location and depth of buried electrical lines, underground pipelines, overhead power lines, or other obstructions that present hazards.
- 731 All underground utility companies shall be notified of the plan to excavate prior to beginning any excavation, with a request to have them mark the location of their lines giving adequate notice.

- 732 When excavations require digging around underground utilities, a plan on how to excavate around these hazards shall meet with the approval of the underground utility operator prior to beginning the excavation. Hand digging shall be conducted within one (1) foot of buried cables or pipelines.
- 733 Open excavations of any depth shall be controlled with appropriate flags, ropes or warning signs to prevent accidentally walking or driving into inactive excavations.
- 734 Soil banks, heavy equipment, tools or large pieces of pipe shall be maintained a minimum of two (2) feet away from the edge of the excavation.
- 735 Exposed bucket teeth shall be removed or covered with a flat bar when digging within four (4) feet of pipelines.
- 736 In the event that an unidentified pipeline or underground cable is exposed, it shall be treated as hazardous until determined otherwise.
- 737 All excavations shall be inspected by a supervisor for hazards of cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions prior to work each day and after a rain.
- 738 Accumulation of water in excavation areas shall be avoided. Ditches and dikes shall be erected around the excavation to divert any surface liquid runoff. Workers shall not be allowed to work in excavation areas that have accumulated water standing in them.

- 739 Excavations deeper than 4 feet requiring personnel to enter shall meet the following rules as well as the confined space entry policy and rules:
- a. Excavation side walls shall be braced, shored, benched or sloped to prevent cave-in.
  - b. Ramps, ladders or stairs shall be provided within 25 feet of each worker in the excavation. Benching side walls not over 18 inches in height would give adequate access.
  - c. Testing for hazardous atmosphere shall be conducted prior to entry by personnel where possible conditions could exist.

### **BRAKE WHEEL OPERATION**

- 750 **Railcars** and locomotives shall be mechanically secured by the use of the car's mechanical brake system or placing a rail skate under the car to prevent any unintentional movement.
- 751 When necessary to operate hand brake of locomotives, cars or other rail equipment, determine type of brake and have knowledge of its operation.
- 752 Closely observe the condition of brake wheel, lever, pawl, and ratchet for defects before operating hand brakes.
- 753 Make sure of proper operation of handbrake before unhooking car from tractor or crane.
- 754 When necessary to control the speed of cars by hand brakes, they must be tested before cars are released.
- 755 When equipment permits, any stress on the brake wheel must be toward the car. Apply pressure steadily.

- 756 When releasing staff brake wheel, apply sufficient stress to release dog without forcing it from ratchet; if impossible to do this, obtain help; be prepared to engage dog instantly to prevent wheel from spinning. Release brake a few notches at a time to permit slack adjustment before completing release.
- 757 Vertical or power hand brakes shall be operated with one hand on the lever; the other hand shall be on a hand-hold, ladder, or railing.
- 758 Feet shall not be inserted into the brake wheel on a **railcar** to apply additional pressure to the brake.
- 759 When releasing brake equipped with lever control release or other device, keep all parts of your body clear of revolving mechanisms.

### **COUPLING OR UNCOUPLING CARS**

- 760 Use the lever to couple or uncouple rail cars. If lever is inoperative, protect against injury by not using excessive force. Before going between cars to use or examine the lever, let those involved with the movement of the cars know of your intentions.
- 761 Employees shall not place thumbs or fingers in bottom hole of coupler to adjust locking device.
- 762 Opening the angle cock of a moving car, in any manner, or going between cars or a car and engine while they are in motion is prohibited.

- 763 Take special precautions when working with cars with cushioned or sliding center sills. Take note of the position of these sills and the coupler operating rod. When tension is released, the sudden movement of these sills or operating rods can be very dangerous. Keep your body in the clear.
- 764 When uncoupling cars from the sill step:
- On cars equipped with push-down type lever, maintain firm hand hold with both hands, push down on uncoupling lever with one foot, keeping one foot on stirrup.
  - On cars equipped with pull-type lever, keep both feet on the stirrup, retain **firm** hold with one hand and lift lever with other hand. Keep body as close to side of car as practical.
- 765 Before uncoupling air hoses, have both angle cocks on brake pipe closed and have a firm grip on hose; gradually break connection to reduce pressure remaining in hose before completing uncoupling. Turn face slightly sideways to prevent air remaining in hose from blowing particles in eyes. Some cars and engines are equipped with side vented brake pipe cut out cocks and care must be taken when opening or closing the cut out cock to prevent vented air from blowing particles into the eyes.

### WINCHING LOADS

- 770 At no time shall a person be between the winch line and the car. Always stay on the outside of the winch line. When winching, all personnel shall stay out of the path the hook or winch line would take should it come loose or the winch line breaks.

- 771 Do not string the winch line of a tractor through the belly pan hook of another tractor. Use a six or eight foot sling to connect the belly pan hook of a tractor to the winch line of another.
- 772 Winch lines should be kept in a straight line to the object being winched. The winch line on the drum should be wound straight and snug against the drum prior to beginning the winching process.

### LIFTING OPERATIONS

- 780 No load shall be lifted or carried any higher than is necessary to do the required work (the lower the better).
- 781 Tag lines shall be used to control suspended loads that are carried overhead.
- 782 Do not walk or stand under a load while suspended or the bucket of a tractor or boom while elevated.
- 783 No parts of the body should be under a suspended object. The object shall be cribbed (wheels, trucks, crossties) in place so the object will not fall completely, then the supervisor and equipment operator shall be aware of your intentions and shall give their permission for you to enter the space.
- 784 Use 1 ½ inch diameter slings or larger to handle or lift loaded cars. If the use of 1 ½ inch slings is not possible and it is necessary to use slings of a smaller diameter, then two 1 ¼ inch slings, with a common **clevis**, will be used in place of each 1 ½ inch sling that would normally have been used.
- 785 Slings and hooks are not to be carried on the hook of the traveling block without a gate latch.

- 786 When a loaded car is being lifted by the **drawbar**, a **drawbar** sling equipped with a saddle should be used.
- 787 Load lines shall not be wrapped around the load. Cable lines shall be straight and not twisted across each other during any lifting operation.
- 788 The supervisor shall determine the weight of the load to be lifted, select the proper equipment and direct the operation.

## WORKING ON OR AROUND CARS

- 790 Employees should expect the movement of trains, engines, cars or other rail equipment at any time, on any track, in either direction. Crossing in front of moving cars is prohibited.
- 791 Do not pass between or walk near the end of cars or engines standing on a track unless it is necessary in the performance of duty. When necessary, pass over (never under) the coupler.
- 792 No employee shall go between cars on any track until he has determined that no further movement will be made with the cars and the train crew is aware of your actions.
- 793 Keep a safe distance from and face in the same direction of passing cars or engines to avoid injury from falling objects or projections of equipment and lading.
- 794 Do not lean against standing cars or engines since unexpected movement of these may result in injury.

- 795 Employees shall not sit or lie under or cross under and between cars except as required in performance of their duty, and then only when proper protection is afforded. If you must get under a car which is on its wheels on the track, cross over the rail as far from the wheels as possible and stay within the gauge until **leaving** again crossing over the rail as far from the wheels as possible.
- 796 NEVER stand on the low side of leaning equipment or **railcar**.
- 797 Employees shall not ride on passing trains or cars except when working on a work train, and then only if the crew of the train knows of your presence.
- 798 Signals shall not be given to move engines or cars while anyone is between cars or between tractor, rail, engine or car.

## OTHER PROGRAM GUIDELINES

### CONFINED SPACE

*For additional guidance, refer to OSHA Standards 29 CFR 1910.146, and written company procedures.*

- 800 Cylinders containing oxygen, acetylene, or other fuel gas shall not be taken into confined spaces.
- 801 Confined spaces that require a permit are areas which:
- Have limited or restricted means for entry or exit.
  - Have poor natural ventilation.
  - Are not designed for continuous occupancy.
  - Are large enough and so confined that an employee can bodily enter and perform assigned work.

- Have one or more of the following characteristics:
- Contains or has a known potential to contain a hazardous atmosphere.
- Contains a material with a potential of capturing or surrounding the occupants.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by a collapse of walls, or a floor which slopes downward and tapers to a smaller cross-section.
- Has a diked or walled area six (6) feet or more in height.

802 Entrance into a permit required confined space shall be allowed only after it has been determined that the space is safe for occupancy. A Confined Space Permit (CSP) shall be completed and posted near the entrance. A copy of the permit shall be forwarded with other job paperwork to our office for filing.

803 Confined space entry shall be authorized by the supervisor in charge of the work being performed within the confined space and a member of the **Safety/HAZMAT** Department. Approval from Safety/HAZMAT can be obtained by telecommunication and shall be so noted on the Confined Space Permit.

804 Confined Space Permits are valid only for the time noted on the printed document. All work and occupancy of the confined area shall be discontinued when the time limit is reached. No permit shall be issued for a period beyond midnight of the day it is issued.

805 Only personnel trained in the hazards of confined spaces and the proper retrieval methods shall be allowed to work in confined spaces.

806 Only those persons listed on the permit as eligible entrants shall be permitted into confined spaces. Entrants may rotate duties, serving as attendants.

807 Prior to each day of operation in a confined space, a safety briefing shall be held with all employees involved in the work or support work to review the requirements of the permit.

808 Acceptable work atmospheres shall contain oxygen concentrations between 19.5% to 23.5%. Prior to and during entry, sampling with an oxygen meter or other air monitoring instruments shall be completed in order to assure safe levels.

809 Continuous oxygen sampling shall be made when forced ventilation is used or when required by the authorizer of the permit.

810 Flammable gas, vapor, or mist shall be below 10% of Lower Flammable Limit (LFL). Prior to entry, sampling with an explosive meter shall be completed to assure safe levels. If any flammable vapors are detected, continuous monitoring shall take place while entrants are within the space. LFL should be reduced before entry.

811 Pipelines within the confined space shall be blocked or bound shut and tagged "Out of Service" prior to confined space operations. Lines that are double blocked (blocked on two ends) shall be vented or drained to ensure that all material is released.

812 Isolation of all forms of energy, which could be a serious hazard, shall be completed prior to entry by the authorizer of the entry permit. Tags and locks shall be placed at the source of disconnection and maintained by the supervisor in charge.

- 813 Signs shall be posted near the entrance of a confined space denoting "Confined Space Area - Authorized Entrants Only."
- 814 All entrants shall wear appropriate personal protective clothing required for proper protection from the hazards that exist or may exist within the confined space.
- 815 Each entrant shall be secured by a retrieval line by means of a full body harness with the other end of the retrieval line attached to a lifting device or an anchor point located outside the entry point.
- 816 One authorized attendant shall be stationed outside the permitted area who shall monitor the entrants inside the confined space. He shall maintain direct communication with the entrants (verbal, hand signals, or electronic communication).
- 817 At least one member of the attendant/rescue team shall be currently trained in basic first aid and CPR.
- 818 The attendant shall not enter the confined space to attempt to remove occupants until he has been relieved by another attendant. The attendant's responsibility is to summon additional help.
- 819 Prior to entry, the confined space shall have continuous forced air ventilation.
- 820 The air supply for ventilation must be from a clean source.

## LOCKOUT / TAGOUT

***For additional guidance, refer to OSHA Standards 29 CFR 1910.747.***

- 821 **Lockout/tagout** procedures shall be used when servicing or repairing machines and equipment in which unexpected movement or start up of the machine or equipment or release of stored energy could cause injury.
- 822 A lockout device shall be a device that holds an energy isolating device in a safe position and prevents the energizing of a machine or piece of equipment.
- 823 A **tagout** device shall be an instrument to warn against hazardous conditions if the machine, equipment, tool, or valve is activated or broken and out of service.
- 824 It shall be the responsibility of the employee working on any piece of equipment to follow **lockout/tagout** procedures. The supervisor shall assure that the employee is familiar with the procedures and that they are followed.
- 825 Locks and tags shall be used for:
- a. Locking out all electrical systems when being worked on.
  - b. Locking out electrical control switches for electrically powered equipment.
  - c. Locking out valves on pipeline systems to prevent either accidental opening or closing (lines unable to be locked shall be blind flanged).
  - d. Tags shall be attached to broken equipment to avoid use until repaired.



- 826 Tags shall be signed, dated and timed when attached to a piece of equipment or tool. The person signing the tag or attaching the lock shall be the only person to authorize its removal. In the event of a responsibility change for the work being performed under the **lockout/tagout** rule, the originator of the lock or tag shall remove the original lock or tag and a new tag and lock attached (work discontinued during change).
- 827 Universal locks shall not be used for lockout procedures.
- 828 Key operated equipment shall be locked out by simply removing the key and tagging equipment "Out of Service."
- 829 Equipment that may cause injury to employees such as, but not limited to, cars, pickups, trucks, tractors, cranes, electrical control panels, conveyor belts, process pipeline systems, etc., shall be tagged and locked when work is being performed on it.
- 830 Once the equipment has been locked out, the equipment shall be tested to assure it has been de-energized.
- 831 Work on a cord or plug connected to electrical equipment shall not require **lockout/tagout** procedures when the plug is unplugged and is under the exclusive control of the employee performing the work.
- 832 Prior to work being performed on a machine or piece of equipment, it shall be de-energized, tagged and locked out of service. All key operated equipment shall have the key removed and a tag placed near that source of operation, noting work in progress.

## HAZARD COMMUNICATION

*For additional guidance, refer to OSHA Standards 29 CFR 1910.1200 or written program.*

Material Safety Data Sheets (MSDS) shall be obtained from the manufacturer or distributor on all products that contain a hazardous substance and are used or stored by the Company.

A MSDS file shall be maintained at each facility with a master file maintained at the corporate office. Each file should be periodically reviewed to assure that MSDS's for the products in use are on file.

All MSDS files shall be stored in a location that allows all employees access to such files. All newly received MSDS's shall be reviewed at the next division safety meeting and placed on file.

Any MSDS received at the divisions or job sites shall be forwarded to the Safety Department in **Denton**.

Employees not familiar with the hazards or safe procedures of a product shall consult the MSDS prior to using that product.

Labels shall not be removed from containers. Substances stored in other than their original container or in containers with a torn or damaged label shall be identified on the container. The location of the MSDS shall be noted on the container.

All employees shall annually complete Hazard Communications training.

Temporary field job sites shall maintain MSDS's on site for hazardous materials stored or used on the site.

Prior to use of any hazardous substance such as paint, oil, etc., the employee shall review and comply with safety requirements on the MSDS. Employee shall also read all warning labels on the product itself.

## FALL PROTECTION

*For additional guidance, refer to OSHA Standards 29 CFR 7926.500 or written program, FRA rule 49 CFR part 214.*

850 Where the wearing of fall protection equipment is necessary, personnel shall be properly equipped and secured.

## PERSONAL PROTECTIVE EQUIPMENT

### GENERAL

900 Personnel shall wear appropriate gloves for the work to be done.

901 Hard hats shall be worn by all persons while in an area where there are overhead hazards. All job sites are hard hat areas. Other areas may also be so designated by a supervisor.

902 All hard hats shall meet ANSI standard **Z89.1-1986** and have a Company decal on the front. Only Company approved stickers shall be maintained on all hard hats and reflective tape shall be located on the front, sides, and back of the hat.

903 All employees are required to wear safety toed boots while working in shop areas and on job sites. Company officers, sales and office personnel entering a shop or job site shall wear steel-toed boots if they are in the vicinity of an area where work is being done or are actively engaged in the work.

904 Safety toed boots shall be leather lace up, over the ankle, boots with a defined heel meeting ANSI standard 241.1-I 967.

905 All employees and visitors, including those who wear prescription lenses, shall wear safety eye protection at all times at job sites and in and around the shop. All eye protection shall have full side shields. Clearly marked safety zones established by division safety guidelines are exempt.

906 Contact lenses by themselves do not provide eye protection in the industrial sense and shall not be worn in a hazardous environment with out appropriate covering safety eyewear. Contact lenses shall not be worn during HAZMAT jobs. Safety eyewear shall meet ANSI 287.1 standards.

907 Employees shall not be permitted to wear head or facial hair that would obscure vision or interfere with the wearing of personal protective equipment.

908 Good personal hygiene shall be observed by all employees.

909 Safety equipment issued to an individual, such as a spectacle lens kit, shall be kept in the possession of the individual but remains the Company's property and shall be returned upon leaving the Company.

910 Hearing protection shall be required in high noise levels. All heavy equipment operators shall wear hearing protective equipment when operating such equipment.

911 All personnel on and around the crane shall wear hearing protection when the crane engine is running.

- 912 Hearing protection shall be worn whenever a person must strain to hear or raises ones voice to be heard at a distance of 3 feet.
- 913 Use only appropriate solvents for clean up work. Since most solvents are skin and eye irritants, proper protective equipment should be worn when using these liquids for cleaning. Inhalation of solvent vapors should be avoided by either working in well ventilated areas or wearing the correct respirator.
- 914 Goggles or a face shield, along with safety glasses, shall be worn during grinding, drilling, sawing, chipping, or when eye injury may be possible.

### WELDING/CUTTING PPE

- 920 Goggles with infrared and ultraviolet filtration and impact lenses of this type shall be worn by persons engaged in gas or thermal cutting, welding, soldering or brazing.
- 921 Welding goggles or hoods shall be equipped with a protective lens of a shade grade No. 10. Safety glasses shall be worn under all welding helmets.
- 922 Cutting goggles shall be equipped with a protective lens of shade grade No. 4. Goggles shall be of a snug fitting type to prevent particles from entering the eye. Loose fitting goggles shall be worn only over safety glasses or prescription glasses.

### CHEMICAL PROTECTIVE CLOTHING

- 930 For protection during spray painting operations, employees should wear appropriate protective clothing and respiratory protection.

- 931 When wearing chemical protective splash suits, all possible entry ways for liquid to penetrate the suit at such places as leg and arm openings, waist bands, etc.-shall be taped over prior to entering contaminated areas.
- 932 Chemical protective gloves shall be inspected for holes or cracks prior to use by the individual. Do not wear oil or chemical soaked gloves.
- 933 Chemical protective clothing shall be worn to protect against contamination from hazardous substances. Levels of protection shall be as follows:
- Level D:** Standard work uniform. Safety toed boots, hard hat, eye protection, gloves, long sleeved shirts, long pants.
- Level C:** Full body protective suit, air purifying respirator, chemical protective gloves, overboots, in addition to that required in Level D.
- Level B:** All protective **equipment** required in Level C with the substitution of an air supplied respirator or positive pressure **scba** (self contained breathing apparatus).
- Level A:** Fully **encapsulating**, vapor barrier suit with a supplied air respirator or positive pressure **scba**.

### RESPIRATORY PROTECTION

*For additional guidance, refer to company's written respiratory protection program and or to OSHA Standards 29 CFR 1910.134.*

- 940 Each employee required to wear respiratory protection shall:

- Complete an annual respiratory training session, including fit test every two years.
  - Pass a physical exam at the time frame specified by the company's physician.
  - Be allowed to wear a respirator in a safe environment.
- 941 All respiratory protection equipment shall be approved by either NIOSH or MSHA agencies.
- 942 Atmosphere supplying respirators, i.e. SCBA or Airline types, shall be used in response to unknown atmospheres and any known **IDLH** atmospheres.
- 943 Air purifying respirators shall only be used in atmospheres of a known contaminant with a detectable odor, a known concentration level, and a minimum of 19.5% oxygen.
- 944 Air purifying respirators shall be selected based on the type of contaminant and the safe concentration level rating of the respirator. Consult the MSDS or your supervisor for proper selection.
- 945 Prior to using any respirator, each employee shall inspect it for cracks, tears and missing parts repairing or replacing as necessary.
- 946 Air supplied respirators, shall be checked at least once a month by a trained respirator user. A written record shall be retained showing date of inspection, maintenance, cleaning and by whom.
- 947 After donning any air purifying *or* air supplied respirator, a two-stage test shall be conducted:
- **Stage 1:** A negative pressure test shall be conducted to check the face-to-respirator seal.

- **Stage 2:** A positive pressure test shall be conducted to assure the proper operation of the inhalation and exhalation valves.
- 948 Any respirator not passing a negative or positive pressure test or which has a defect shall not be used until repaired and retested.
- 949 After using a respirator, the user is responsible for cleaning and sanitizing it. Each respirator shall be allowed to **dry** and stored in a **ziplock** bag and kept out of the sunlight. The zip lock bag shall be dated and labeled with the last cleaning and inspection date along with the initials of the inspector.
- 950 All low pressure (2216 psi) cylinders with less than 1800 psi shall be removed from service and refilled.
- 951 Areas suspected of containing hazardous materials shall be evaluated by a trained supervisor or HAZMAT team member prior to beginning work.
- 952 During all spray painting **operations**, the operator and any other persons in the area shall wear NIOSH approved spray paint cartridge type respirators for which the operator/user has been fit tested. Aerosol can spraying shall be exempt.
- 953 Chemical goggles shall be worn during spray painting operations if respirator is not full-face **type**.

## TRANSPORTATION

### GENERAL

- 1000 Unless specifically prohibited by state or local regulation all vehicles shall be equipped with yellow warning beacons and will run with beacons operating.
- 1001 Only company authorized decals or bumper stickers shall be attached to company vehicles.
- 1002 Company vehicles and equipment shall be used for Company business. If permission is given by an officer of the Company for other use of such equipment, all guidelines and policies that pertain to operation of the vehicle or equipment are to remain in effect.
- 1003 All employees and occupants driving or riding in a Company-owned, leased or rented vehicle equipped with seat belts shall wear a seat belt while the vehicle is in operation.
- 1004 The driver of motor vehicles shall abide by local, State and/or Federal motor vehicle laws and codes. Any fines associated with driving violations of these laws or rules are the responsibility of the employee.
- 1005 All traffic on Company property shall move at a moderate and safe speed. The Company accepts no responsibility for private vehicles parked or operating on Company property.
- 1006 All Company vehicles shall carry proper insurance documentation, an accident investigation package and a working camera.

- 1007 All vehicles shall be inspected before operation to ensure they are in proper mechanical condition. Any variation shall be reported to the proper supervisor before moving.
- 1008 All Company-owned or leased vehicles and equipment shall be maintained, repaired and replaced in accordance with the Company's Preventive Maintenance and Service Manual.
- 1009 Drivers shall use the utmost caution when entering or exiting from a road or highway.
- 1010 Throwing of any material from a moving vehicle is prohibited.
- 1011 Keys shall be secured from vehicles and equipment locked when left unattended.
- 1012 Tires on all vehicles shall be visually inspected, thumped, and tire pressures checked once each day.
- 1013 All vehicles shall be operated at a safe speed. Road hazards, weather, trailer loads and traffic flow should be considered **when** driving.
- 1014 Loaded trucks shall not be pulled from the front.
- 1015 Employees shall not "mount" or "dismount" tires on any type of rim. At no time shall tire repair shops repair, mount, or dismount tires on Company property.
- 1016 Vehicles with manual transmissions shall be parked in the lowest gear with the parking brake engaged. Automatic transmission vehicles shall have the transmission placed in the parked position and the parking brake shall be set.
- 1017 Spare tire mount on all pieces of equipment and vehicles shall be secured.

- 1018 Safety chains on ball hitch trailers shall be two separate chains crossed under the **drawbar** and hooked into the bumper of the tow vehicle. Chains shall be constructed of appropriate material and permanently attached to the trailer frame with sufficient strength to perform as safety chains.
- 1019 When a tractor is placed on a lowboy, in addition to brakes being set and chains and binders applied, the hook and tail chain of the winch line on the tractor must be hooked and snugged to the top of the off traffic track.
- 1020 Pulling lines shall be connected to the rear portion of the trailer frame or tow hooks. Never connect pulling lines to an axle or bumper.
- 1021 Driver shall not excessively spin the tires or rock the vehicle forward and backward by use of the transmission in an attempt to dislodge the vehicle.
- 1022 Employees must comply with the Company's Fleet Safety Program. For guidance refer to the program in the Company's Policy and Practice Guide book.

## COMMERCIAL DRIVERS LICENSE

*\* ASAP To be revised*

- 1030 Driver's logs shall be completed daily and a copy given to the driver's supervisor upon arrival at the driver's home terminal.
- 1031 Only properly authorized, licensed, and medically certified drivers shall operate vehicles over 26,000 pounds.
- 1032 Authorized drivers of vehicles over 26,000 pounds shall successfully complete the Federal Motor Carrier's written examination and physical driving skills test.

- 1033 All drivers of vehicles over 26,000 pounds shall receive a copy of the Federal Motor Carrier Safety Regulations.
- 1034 Employees classified as drivers are required to forward to their supervisor information and documents necessary to keep their driver's file up-to-date in accordance with the Company Fleet Safety policy.
- 1035 Driver's logs shall be maintained current to the last change of duty status. All logs shall be completed in accordance with the current Federal Motor Carrier Safety Regulations.
- 1036 All drivers should be 21 years old to operate vehicles other than for training and then only in their home state. Some states require that all drivers be a minimum of 21 years old.
- 1037 Any needed repairs noted on the vehicle condition trip report shall be signed upon completion and noted on mechanical work orders.
- 1038 Vehicle condition trip reports shall be completed at the end of each trip. A copy of the report shall be forwarded to the supervisor and a copy must remain in the vehicle for the next driver.
- 1039 Prior to driving, the driver shall check all DOT regulated trucks and trailers for a current annual inspection decal posted on the driver's side of the units.

## BACKING PROCEDURES

- 1040 When backing alone and help is unavailable, the driver shall get out of the vehicle and look at the area into which he is backing to ensure there are no surface or overhead obstructions.

- 1041 Aim for the safest location. The safest location is one where you don't need to back at all.
- 1042 When parking in stalls or spaces, back in on arrival whenever possible. If you are not absolutely sure of conditions in blind areas, do a walk around inspection. Move slowly when backing, should an accident occur, there will be less damage. When you have to do backing, back no further than you must.
- 1043 If other people have the slightest potential for entering your path, get their attention by tapping your horn, flashing your lights or using hand signals.

### **OPERATING IN CONVOY**

- 1050 Wiring, lights and reflectors shall be checked regularly on trailers, trucks and equipment and repaired as necessary.
- 1051 Each vehicle over 10,000 pounds shall have the required safety and emergency equipment (flashers, reflective triangle, fire extinguishers) maintained, operable and readily accessible.
- 1052 Prior to leaving for a job, the supervisor shall meet with the drivers to see that they have valid and current permits and licensing for the loads being pulled, note any road or weather hazards and the routes to be taken.
- 1053 Prior to traveling, excessive dirt, rocks or other loose debris shall be removed from the equipment and trailers.
- 1054 There shall be no unnecessary passing while in convoy.

- 1055 There shall be at least 500 feet (7 second following distance at 50 mph) between each unit while traveling in the convoy on the highway, and a safe distance shall always be maintained when going through towns. Reduced visibility and tire traction resulting from poor weather should cause you to increase your following distance even more.
- 1056 Units shall utilize rotating amber beacons, wide load signs, flags and flagmen in compliance with the individual state laws.
- 1057 Wide load signs shall only be displayed when moving or escorting wide loads.
- 1058 Prior to each trip, a tire check shall be performed by the drivers of vehicles. This tire check shall consist of a visual inspection of each tire for lumps, cuts, bruises, flatness, loose tread or other irregularities.
- 1059 Vehicles or vehicle combinations with more than four (4) tires on the highway shall stop at least every ninety (90) minutes for a tire and load check.
- 1060 A person designated as convoy leader will stay in front of the convoy to alert drivers of road hazards, height and weight clearance, and turns. Drivers shall obey the instructions of the convoy leader. A person other than the convoy leader shall be designated to make check calls with the home office. A radio equipped vehicle should be located in front and rear of convoys.
- 1061 When moving, Company radios shall be utilized, keeping in contact with each unit driver to help keep them alert and to convey directions and hazards.

- 1062 Do not stop any part of the convoy on the traveled portion of the highway unless a unit is disabled; then, leave only the disabled vehicle and an escort unit. Use a flagman, flares and reflective triangles, headlights, and beacons to alert traffic of the problem. Move disabled equipment to a safe location as soon as possible.
- 1063 Vehicles, tractors or equipment should not be left in an area where there is danger of vandalism or pilferage. Park in secured or well-lighted areas.
- 1064 Prior to entering any parked vehicle, the driver shall first circle the unit(s) and check for hazards.
- 1065 Chains shall be attached to the trailer by the use of hammerlocks. Binders shall not be welded to the chain for security purposes. When replacing binders on trailers, replacement binders shall be the ratchet type. Replacement tie down chain shall be  $\frac{1}{2}$  inch grade 70 transport chain.
- 1066 The clutch shall be used to shift manual transmissions. The clutch shall not be disengaged or the transmission be placed in neutral to allow the vehicle to coast down grades.
- 1067 The combination of brakes and gears shall be used when descending a grade. Gear selection shall be made prior to descending. A low gear and the steady use of brakes should be used to maintain a safe speed. Shifting should not take place once descending has begun.
- 1068 Chock blocks shall be used whenever cranes, truck and trailer units, and straight trucks over 10,000 GVW are parked or left unattended. Chocks shall be placed at the rear axles of the vehicle.

## DEFENSIVE DRIVING

- 1070 When stopping behind **traffic**, allow a safety zone of 10 to **15** feet between your vehicle and the vehicle in front of you.
- 1071 All vehicles or combination vehicles shall be operated with their headlights on at all times.
- 1072 Follow defensive driving principles and review them routinely. The companies fleet safety defensive driving self study training program should be followed for specific information.

## AVIATION

- 1080 Only qualified and Chief Pilot-approved personnel shall operate corporate aircraft.
- 1081 The aircraft flight deck shall be restricted to:
- Hulcher flight crew members.
  - FAA inspectors.
  - Mechanic or Technician authorized by the Captain.
  - Passenger, at the **discretion** of the Captain.
- 1082 The Pilot in Command of the flight shall have full authority and the final decision as to whether or not the flight shall be undertaken or continued. No passenger or employee shall overrule such a decision.
- 1083 Women who have passed through the eighth month of pregnancy should not be allowed to fly on the aircraft without permission from their doctor.
- 1084 Smoking shall not be permitted on any corporate flights.



- 1085 The use of seat belts shall be required on all take-off and landings, and when the seat belt light is lighted. Passengers are required to remain belted in their seats until the aircraft has come to a complete stop.
- 1086 Aircraft passage doors shall be closed and locked prior to starting the engines on the aircraft. Doors shall not be opened **while engines** are being operated unless authorized by the Pilot In Command.
- 1087 Conversation with the flight deck shall not be conducted during take-off and landings. Necessary conversation shall be directed to the First Officer, not the Pilot In Command.
- 1088 Employees shall familiarize themselves and their guest(s) of emergency and safety procedures of aircraft boarding. If unfamiliar with such procedures, request the First Officer to assist.
- 1089 During fueling operations, all unnecessary passengers and crew shall not occupy the aircraft.
- 1090 No one shall approach a Company aircraft until signaled by the Captain or the engines are shut down.
- 1091 All items (trays, tables, books, briefcases, etc.) shall be secured and stored for take-off and landings. Seats shall be placed in the most upright position.
- 1092 During self service fueling operations, when practical, two people should be involved. One to tow the aircraft and the other to watch the wings for hazards.

## MACHINERY AND MECHANIZED EQUIPMENT

### GENERAL

- 1100 Employees shall not alter, nullify or change the design of, or in any manner restrict or interfere with the manufacturer's original specification of any device or equipment unless written authorization is received from the appropriate authority.
- 1101 Equipment with outriggers shall not be operated until the outriggers are properly blocked and secured.
- 1102 Persons other than the operator should not ride on the tractor or other equipment which is not designed for passengers.
- 1103 At no time when a tractor or equipment is in motion shall a person attempt to get on or off.
- 1104 No employee will operate, activate, or otherwise set into motion any piece of heavy equipment or vehicle (company, leased, or customer) unless:
- The employee is qualified and authorized to operate the equipment/vehicle; and
  - The employee has received clear and specific directions from their supervisor to do so; and
  - All safety rules have been adhered to.

### HEAVY EQUIPMENT

- 1110 Heavy equipment should not be left standing with the engine running with the operator absent.
- 1111 On all equipment, the transmission safety lever shall be engaged any time the operator is out of the seat.

- 1112 Booms on sidebooms and buckets on tractors shall be lowered to the ground if left overnight or unattended or when there is no need to be elevated.
- 1113 Each piece of heavy equipment shall be furnished with a seat belt. These belts shall be maintained in usable condition. Seat belts shall be worn by the equipment operator except when operating graders from a standing position. The grader operator shall then wear safety lines and a harness in place of a seat belt.
- 1114 Prior to operating equipment, an operational check shall be conducted by the person operating the equipment.
- 1115 During loading and unloading procedures from lowboy trailers, employees and other personnel shall not be positioned parallel to the tractor where a block or falling tractor may hit them.
- 1116 When unloading tractors or equipment, the lowboy or trailer should be as level as possible.
- 1117 Loading ramps or suitable blocking shall be used to load or unload equipment that must be driven or pulled from the lowboy. Blocking shall also be placed under the rear edge of the lowboy to prevent frame or "beaver tail" damage.
- 1118 Brakes on tractors must be set with the motor running.
- 1119 When securing a tractor, chains and binders shall be applied only after the brakes are set and the motor shut off.
- 1120 Use extreme care when removing the cable end ferrule from the winch drum. When the ferrule is released, the cable may spring out with extreme force.

- 1121 When replacing the hook and split-eye on a winch line, all excess cable shall be trimmed away with a torch so that no burrs are left to catch on clothing or skin.
- 1122 All booms shall be inspected for cracks, bends, and structural damage periodically with a minimum of once yearly.
- 1123 Control levers shall not be used as grasp handles for getting on or off equipment.
- 1124 All heavy equipment shall have an operational audible reverse signal alarm attached to each unit.
- 1125 All equipment shall have a safe means to mount and dismount. Permanently attached ladders and the area just above them shall be painted white to note their location.
- 1126 All holes in the work surface flooring of any equipment shall be repaired. If holes have been cut in the floor to accommodate blocks, hooks or pins, they shall have a cover that will be closed when not in use.

## **LIGHT PLANT**

- 1130 Do not reach under a light plant tower while it is being raised or lowered.
- 1131 Electrical circuits on light plants and vans will be checked regularly for frayed wires, worn spots in cables and proper grounding.
- 1132 Only a factory authorized mechanic may modify any portion of the electrical output on any generator.

- 1133 A grounding electrode rod to which the portable generator's neutral system is connected shall be isolated and driven a minimum of **15** inches into the ground. A minimum of 20 feet between grounding electrodes shall be maintained.

#### CRANES

***For additional guidance, refer to OSHA Standards 29 CFR 1926.550.***

- 1140 A load rating chart shall be securely fixed in the crane operator cab in a location easily visible to the operator.
- 1141 A boom angle indicator shall be attached to the crane's boom at a point readable from the operator's cab.

#### FOOD VAN

- 1150 Stairs shall have at least one (1) handrail for support.
- 1151 Food preparation and storage shall be kept in a sanitary condition at all times. The van shall have an easy means of entry and exit.
- 1152 Food vans shall not be left unattended while the stove is in use.
- 1153 The area around the vans shall be well lighted. Material requiring storage outside of the van should be placed so that it does not create a tripping hazard.
- 1154 Food prep personnel should complete a food service sanitation training routinely.

#### FORKLIFT

***For additional guidance, refer to OSHA Standards 29 CFR 1910.178, powered industrial trucks.***

- 1160 Prior to using the forklift, the operator shall check for excessive leaks, test the brakes and horn. Defective equipment shall be reported to the supervisor in charge and repaired before using again.
- 1161 Forklifts shall be operated in a safe and practical manner. Forklifts carrying loads that would restrict the vision of the operator shall be carried backwards.
- 1162 When ascending or descending grades, loaded forklifts shall be driven with the load upgrade.
- 1163 No person shall be allowed to stand or pass under the elevated forks or the load.
- 1164 Loads shall be balanced and stacked carefully.
- 1165 Forks shall be lowered to the ground when parked.
- 1166 Re-fueling shall be done with the engine off.
- 1167 The rated capacity of the forklift shall be posted on the vehicle in such a manner as to be readily visible to the operator.
- 1168 Loads in excess of the rated capacity shall not be lifted or carried.
- 1169 Forklifts shall be operated with forks at the lowest position.
- 1170 Only trained and authorized personnel shall be permitted to operate a powered industrial truck.
- 1171 Forklifts are not designed for use as personnel platforms and shall not be used as such.

- 1172 All forklifts shall be equipped with a fire extinguisher with a minimum of 2.5 lb rating.

## VAC TRUCK

- 1180 Employees working around the vacuum end of the suction hose must keep hands, feet, and loose clothing in the clear.
- 1181 Extreme caution must be used when backing the **vac** truck up any ramps.
- 1182 Driving a loaded **vac** truck on a public road is prohibited.
- 1183 A functional visible and audible alarm shall notify crews of equipment movement while on the rail.

## RIGGING

### GENERAL

- 1200 A certificate of proof test from the manufacturer testing each chain sling shall be maintained at the division purchasing and using the sling.
- 1201 Employees should go around a tractor instead of walking near winch lines that are under tension. Never cross a winch line while it is being tightened. Cross it only after receiving permission from the operator and supervisor.
- 1202 Personnel responsible for rigging loads must determine the weight of the load, properly select the sling, and or chains, and direct the operation.
- 1203 When lifting or winching, use protectors such as corner plates, saddles, wood, etc., around sharp corners or edges.
- 1204 When using a truck sling to roll trucks, a functional gate latch shall be placed on the travel block hook.

- 1205 Whenever possible, a functional gate latch shall be used on the travel block when using hooks, slings, cables, etc.

## INSPECTIONS

- 1210 All blocks, cables, slings, chains, hooks, clevises, and winches are to be inspected after every job and a written record kept of this inspection and who performed it.
- 1211 Make regular visual inspection of cables, slings, chains, hooks and clevises before, during, and after their use. Any damage found shall be reported to your supervisor before further use.
- 1212 Inspection Criteria for Wire rope:
- Remove from service immediately if any of the following conditions are present:
1. **Broken wires:** For single part slings, 10 randomly distributed broken wires in one rope lay, or five broken wires in one strand of one rope lay, or **five** broken wires in one strand of one rope lay. For multi-part slings these same criteria apply to each of the component ropes. For this inspection, a broken wire shall only be counted once: that is, each break should have two ends.
  2. **Metal loss:** Wear or scraping of one-third the original diameter of outside individual wires. This is quite difficult to determine on slings and experience should be gained by the inspector by taking apart old slings and actually measuring wire diameters.
  3. **Distortion:** Kinking, crushing, birdcaging or other damage which distorts the rope structure. The main thing to look for is wires or strands that are pushed out of their

original positions in the rope. Slight bends in a rope where wires or strands are still relatively in their original positions would not be considered serious damage. But good judgment is indicated.

4. **Heat Damage:** Any metallic discoloration or loss of internal lubricant caused by exposure to heat.
5. **Bad End Attachments:** Cracked, bent or broken end fittings caused by abuse, wear or accident.
6. **Bent hooks:** No more than 15 percent over normal throat openings, measured at the narrowest point, or twisting of more than 10 degrees is permissible.
7. **Metal Corrosion:** Severe corrosion of the rope or end attachments which has caused pitting or binding of wires should be cause for replacing the sling. Light rusting usually does not affect strength of a sling, however. In addition to these seven conditions specified by OSHA. The following are also important:
8. **Pulled Eye Splices:** Any evidence that eye splices have slipped tucked strands have moved, or pressed sleeves show serious damage may be sufficient cause to reject a sling.
9. **Unbalance:** A very common cause of damage is the kink which results from pulling through a loop while using a sling, thus causing wires and strands to be deformed and pushed out of their original position. This unbalances the sling, reducing its strength.

1213

**Disposition of Retired Slings:** The best inspection program available is of no value if slings which are worn out and have been retired are not disposed of properly. When it is determined by the inspector that a sling is worn out or damaged beyond use, it should be tagged immediately DO NOT USE. This sling should then be destroyed as soon as possible by cutting the eye and fittings from the rope with torch. This will help assure that an employee will not mistakenly use a sling which has been retired from service.

1214

How to inspect sling:

**Inspection** should follow a systematic procedure:

- First, it is necessary that all parts of the sling are readily visible. The sling should be laid out so every part is accessible.
- Next, the sling should be sufficiently cleaned of dirt and grease so wires and fittings are easily seen. This can usually be accomplished with a wire brush or rags.
- The sling should then be given a thorough examination throughout its entire length, paying particular attention to sections showing the most wear.
- Special attention should also be paid to fittings and end attachments, and areas of the sling adjacent to these fittings.
- When the worst section of a sling has been located, this area should then be carefully checked against the OSHA criteria.
- Label or identify slings that are inspected.
- Keep records of inspections that include dates and corresponding conditions of slings.
- Dispose immediately of slings that are rejected.

1215 Chain sling inspection criteria:

In addition to the visual inspection required prior to use, a thorough periodic inspection of alloy steel chain slings in use shall be made at least once every **12** months and a written record maintained of the inspection.

Chains shall be cleaned and thoroughly inspected for corrosion, excessive wear, distortion of chain links, twists, bends, nicks, gouges, stretching, or marks. Each link should be inspected separately. If a link looks undamaged and hinges freely with adjoining links, it may be considered satisfactory for further use. However, the least sign of binding at juncture point of links indicates collapse in sides of link due to stretch and is dangerous. The chain should be removed from service **after** a confirming inspection by a qualified person such as the division manager or corporate mechanical staff. Chains should be cleaned and lubricated with wire rope lube or unused transmission fluid routinely to prevent corrosion.

Where defects or deterioration are present, the sling shall be immediately removed from service and cut up to assure no further use.

- 1216 Alloy steel chain slings used for overhead lifting shall have a permanently affixed durable identification tag stating size, grade, reach, working load limit (at a specific angle of lift), type and serial number.
- 1217 Hooks that have more than 15% of the normal throat opening measured at the narrowest points and/or are twisted more than 10 degrees from the plane of the unbent hook or have been cut, damaged or broken shall be removed from service.

## SLINGS

- 1220 Heavy or sharp objects shall not be thrown or laid on top of slings while being stored or transported.
- 1221 Rigging shall not be shortened or altered with knots or bolts or other makeshift devices.
- 1222 Sling legs shall not be kinked or twisted while lifting a load.
- 1223 Slings and chains shall not be loaded in excess of their rated capacities.
- 1224 Slings used in a basket hitch shall have the loads balanced to prevent slippage.
- 1225 Set up slings and swivel hooks shall be of approved positive locking latch design.

## HAZMAT

### GENERAL

***For additional guidance, refer to OSHA Standards 29 CFR 1910.120, hazardous waste operations and emergency response.***

- 1300 Each HAZMAT site shall be evaluated by a competent and trained person prior to beginning work on the site.
- 1301 The division supervisor shall be the designated safety official at each job unless a HAZMAT team member or someone else is designated as **On-Site Safety Officer**.

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- 1302 Each site that has exposed chemical hazards or poses a high risk of a possible release of such a hazard shall have a Site Safety Plan which outlines all phases of the response operation, safety requirements and emergency procedures for working at the site. The on site Safety Officer shall be responsible for developing such a plan.
- 1303 Designated hazard class zones shall be identified both on the Site Safety Plan as well as the actual job site prior to beginning the project.
- 1304 A pre-job meeting shall be held before work commences each day or as crew changes are made and attendees noted on the Site Safety Plan, including customers and subcontractors.
- 1305 All persons and equipment shall avoid contact with contaminants.
- 1306 Personnel and equipment entering the contaminated areas should be kept to a minimum.
- 1307 Wind indicators shall be established on site where airborne contaminants pose a problem.
- 1308 Only trained personnel shall be allowed to work in the exclusion or hot zone.
- 1309 If a possibility of contamination by splash exists, the openings on chemical suits shall be sealed with duct tape.
- 1310 Personnel required to wear chemical protective clothing should drink plenty of fluids and refrain from eating heavy foods. Rotation of personnel should be used in extreme weather conditions.
- 1311 Eating, drinking, smoking or other practices which increase the possibility of hand-to-mouth transfer of contaminants shall not take place in the contaminated areas.

- 1312 All persons leaving the contaminated areas **shall** be required to be decontaminated, except for life or death emergencies.
- 1313 A minimum of two (2) first aid and CPR trained personnel shall be on site while work is in progress.
- 1314 Temporary waste clean-up sites shall have emergency phone numbers posted.
- 1315 Anyone who accidentally becomes directly exposed to the contaminant shall proceed immediately to the **decon** area.
- 1316 All equipment shall be cleaned and decontaminated before leaving a job site.

## EMERGENCY FIRST AID INSTRUCTION

*(These items do not replace proper training.)*

### In case of serious accident:

- A. Restore natural breathing.
- B. Stop severe bleeding.
- C. Decontaminate (as needed).
- D. Call a physician or hospital.
- E. Keep the victim lying down.
- F. Check for injuries.
- G. Plan what to do.

### Give this information when requesting medical assistance:

- L Location of injured person
- I Injury sustained
- F First Aid given
- E Equipment needed or available
  - Never give liquids to an unconscious victim.
  - Never move victim unless absolutely necessary.

### WOUNDS

- A. Control bleeding
  - 1. Apply direct pressure on wound with a sterile dressing if possible.
  - 2. Apply pressure to the supplying blood vessel.
- B. Cleanse minor injuries thoroughly, using plain soap and water. Wash your hands first. Use surgical gloves when available.
- C. Apply dry sterile dressing and bandage.
- D. If evidence of infection appears, see a physician promptly.

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## STOPPAGE OF BREATHING

- A. Give artificial respiration
  - 1. Mouth to mouth:
    - a. If possible, place coat or blanket under shoulders.
    - b. Tilt head.
    - c. Lift jaw.
    - d. Pinch nose.
    - e. Breathe (12 times per minute).
- B. Call for help.

## SWALLOWED POISON

- A. Consult MSDS for first aid response.
- B. Call local Poison Control Center.

## HEART ATTACK

- A. Symptoms
  - 1. Jaw or arm pain.
  - 2. Chest pain.
  - 3. Chronic cough.
  - 4. Bluish color of face and fingernails.
  - 5. Swelling of ankles.
  - 6. Breathing difficulty.
  - 7. Unusual indigestion.
- B. First Aid
  - 1. Flat position.
  - 2. Raise head and chest if breathing is difficult.
  - 3. Artificial respiration if breathing has stopped.
  - 4. Get medical aid fast.
  - 5. Cardio Pulmonary Resuscitation if heart stops beating.

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## BURNS

- A. Immerse or flush burned area with cool water.
- B. Prevent contamination and exclude air by the application of a sterile dry dressing.
- C. Give first aid for shock.
- D. Do not break blisters.

## SIMPLE FAINTING

Keep victim lying down with feet elevated until recovery is complete.

## SHOCK

- A. Keep victim lying down.
- B. Feet slightly elevated.
- C. Maintain body heat by covering (sparingly) both above and beneath victim.

## FRACTURES and DISLOCATIONS

- A. If necessary to move victim and no professional help is available, keep the broken bone and adjacent joints quiet by applying splints.
- B. Give first aid for shock.
- C. If a wound is present, apply a sterile dressing and control bleeding by direct pressure.

## SPRAINS (joint and ligament injury)

- A. Keep the area quiet.
- B. Treat sprains as a fracture.
- C. X-ray recommended.
- D. Cold applications for sprains during first 12 hours.  
Strains (stretching of muscles or ligaments) -- warm applications.

## HEAT EXHAUSTION

- A. Symptoms  
In severe cases, perspiration is profuse, weakness extreme, skin is pale and clammy. Temperature normal, possible vomiting, unconsciousness rare. May have fainting spell.
- B. First Aid  
Provide bed rest with head down and feet up. Administer a large glass of water every fifteen (15) minutes. Medical aid should be obtained in severe cases.

## HEAT STROKE

- A. Symptoms  
Headache, dry skin (not sweating), rapid pulse, possible dizziness and nausea, temperature above normal.
- B. First Aid  
Bring patient indoors. Promptly call for medical assistance, unclothe, provide bed rest; if conscious, give cool water to reduce temperature. Continue cooling treatment while waiting for and during transportation to emergency room.

## HEIMLICH MANEUVER

A person choking on food will die in 4 minutes. You can save a life using the Heimlich Maneuver.

- A. What to look for:
  - 1. Cannot speak.
  - 2. Turns blue.
  - 3. Collapses.

- B. What to do:
1. Stand behind the victim and wrap your arms around his waist. Allow his head, arms and upper torso to hang forward.
  2. Grasp your fist with your other hand and the fist against the victim's abdomen, slightly above the naval and below the rib cage.
  3. Press your fist forcefully into the victim's abdomen with a quick upward thrust.
  4. Repeat several times if necessary.
  5. When the victim is sitting, the rescuer stands behind the victim's chair and performs the maneuver in the same manner.
  6. When food is removed, administer emergency oxygen (if so trained).

NOTE: You can also perform the Heimlich Maneuver on yourself.

### FIRST AID FOR SNAKE BITES

**DO NOT cut!**

**DO NOT use a tourniquet.**

Lay the victim down. Keep the victim calm.  
Put extremity in neutral position (same level as heart)  
Pour clear water over bite area.  
Can wrap in cool cloth for comfort. (do not use ice)  
Remove rings, watches and other restrictive items.  
Transport to medical facility.

### FIRST AID FOR BEE STINGS

Bees leave a stinger behind. Remove stinger, but be careful not to squeeze any more venom out. Scrape stinger off. Don't pull on it!

Yellow Jackets, Wasps and Hornets take stinger with them.

Three groups of possible reactions:

**Mild** - local reaction. Itching, pain, redness, small welt.  
Wash and cover with cloth to prevent itching.

**Swelling Past Immediate Area** - (hives or edema) Treat same as mild, but may want to use ice inside plastic bag wrapped in a towel.

**Allergic Reaction** - burning pain and itching at bite **site**-effects respiratory system. Airway, lips and tongue swell up.

*First Aid* Lower affected part of body below heart.  
Remove stinger if still there - Don't squeeze!  
Apply cool compress.  
If victim is conscious and has anti-venom kit, have him give himself a shot.  
Transport to a medical facility.

### FIRST AID FOR SPIDERS

**Black Widow** - Shiny black body with red hour glass on chest and thin legs. You feel the bite - in other words you know you were bitten. Bite causes cramps in area of body where bite occurred. Feel flushed, sweaty, nauseous or have head ache.  
Pain in large muscle groups.

*First Aid* Keep calm  
Apply cool compress  
Transport to medical facility

**Brown Recluse** - About the size of a pin. Violin shape on back. Usually you don't know where you were bitten. Causes bluish area around bite. Bite causes fever, joint pain, nausea and chills. May cause breathing **difficulty**. After several days bite area will turn into a skin ulcer.

*First Aid* Transport to medical facility

## DISCIPLINE

The discipline procedure is designed to protect the safety and ensure fair treatment of all employees. Discipline may be required for safety violations, absenteeism, or less than satisfactory work performance. Any discipline involving loss of pay must be reviewed and approved by the appropriate Vice President or General Manager responsible for the employee(s) involved. A written record of discipline will be kept within each department and in the personnel file. Employees who are discharged will not be reemployed without the approval of the Executive Vice President and Human Resource Department.

1. When a supervisor becomes aware of suspected employee misconduct, he must promptly institute a thorough investigation of the incident, including asking the employee for an explanation of his/her actions.
2. If the suspected misconduct would constitute a major offense, the Vice President responsible for the employee(s) must be notified as soon as practical. The employee may be suspended without pay while the investigation is being conducted for a period not to exceed seven (7) calendar days if warranted by the nature of the offense. Any period of such suspension not converted to suspension or discharge will be compensated as paid time, including any overtime pay.
3. Examples of minor and major offenses are listed in the Conduct Policy. The classification of misconduct offenses is as follows:

**Minor Offenses** - Those violations of Company safety and operating rules and policies **and** procedures which are unacceptable if repeated and for which the employee will **not** be discharged for the first offense.

**Major Offenses** - Those willful or deliberate violations of the Company rules and policies where all the circumstances, **including** the nature of the rule or policy, the kind of risk, and the degree of probable harm involved, are such that the first offense may indicate that continued employment of the employee may not be in keeping with the best interest or image of the Company.

4. Classification of disciplinary action:

**Employee counseling or oral reprimand.**

Employee **will** be **counseled** by the supervisor following a minor offense.

**Written reprimand.** Employee receives written notice of discipline following intentional or repeated minor offenses.

**Final written warning.** Employee receives written notice of **discipline** on Employee Disciplinary Notice following repeated minor offenses.

**Suspension.** Employee will be suspended 10 *working days* for the **4<sup>th</sup> minor offense**, and may be suspended 20 *working days* for the **1<sup>st</sup> major offense**. During this suspension, an employee **will not** be allowed to use accrued vacation or personal days.

**Discharge.** Employee will be discharged for the 5th minor offense and may be discharged for a major offense.

**Records of employee** discipline will be placed in the employee's personnel record file.

5. Employee disciplinary action steps:

**Minor Offenses**

First **Offense** -- Counseling or oral reprimand.  
Second Offense -- Written reprimand.  
Third Offense -- Final written warning.  
Fourth Offense -- Suspension (ten working days).  
Fifth Offense -- Discharge.

**Major Offenses**

First Offense -- Suspension (twenty working days) or discharge.  
Second Offense -- Discharge.

6. Employee's personnel record file will be reviewed on an annual basis and warning notices for minor offenses will be removed from the employee's record providing none of them were issued during the last three (3) month period of the calendar year. A minor violation incurred in the last three months of the calendar year will carry forward to the following year. Example: a person receives a second written warning in November. The first minor violation in the following year will be a third written warning.

**Records of *major* offenses will not be removed from the employee's record.**

**Another major violation at any time during employment will result in termination.**

## GLOSSARY OF SAFETY TERMS

*The terms listed below convey the meaning shown as follows:*

**--A--**

**Adjacent track** • Two or more tracks with track centers spaced less than 25 feet apart.

**Aerosol** - A fine aerial suspension of particles sufficiently small in size to confer **some** degree of stability from sedimentation, for example, a smoke or fog.

**Air Line Respirator** - A respirator that is connected to a compressed breathing air source by a hose of small inside diameter. The air is delivered continuously or intermittently in a sufficient volume to meet the wearer's breathing requirements.

**Air Purifying Respirator** - A respirator that uses chemicals to remove specific **gases** and vapors from the air or that uses a mechanical filter to remove particulate matter. An air purifying respirator must only be used **when** there is sufficient oxygen to sustain life and the air contaminant level is below the concentration limits of the device.

**Angle Cocks** - A control valve on the brake system of a rail car. It is located next to **the** hose coupler on each end of the rail car.

**Angle of Slope** • The angle at which excavation walls are dug or stair-stepped to prevent cave-in.

**ANSI** - **American National Standards Institute**; an organization that identifies industrial and public needs for national consensus standards and coordinates development of such standards.

**Approved Protective Clothing** • Personal protective equipment that has been tested and approved for use for a specific purpose. It has been approved by Safety Services and/or meets government standards.

**Atmosphere Supplying Respirator** - A respirator that provides breathing air from a source independent of the surrounding atmosphere. There are two types: air-line and self-contained breathing backpacks.

**--C--**

**Car** - A rail car that **moves** on rails, be it tank, box, gondola, hopper or flat.

**CFR - Code of Federal Regulations.** A collection of the regulations that have been issued under U.S. law.

**Chemical Cartridge Respirator** - A respirator that uses various chemical substances to purify inhaled air of certain gases and vapors. This type respirator is effective for concentrations no more than ten (10) times the TLV of the contaminant, if the contaminant has warning properties (odor or irritation) below the TLV.

**Center Pin** - A solid piece of **rolled** steel stock placed in the center plate of a rail car truck frame to align and hold the car with the trucks.

**Center Sill** - The large **structural** center portion of the frame of a rail car in which the coupler is mounted.

**CHEMTREC** - Chemical Transportation Emergency Center. They relay pertinent emergency information concerning specific chemicals on request. Their 24-hour toll free telephone number is **800/424-9300**.

**Clevis** - A U-shaped **metal** device for attaching parts or binding cable.

**Combustible** - Able to **catch on** fire and burn.

**Combustible Liquid** - **Any** liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 200 degrees F (93.3 degrees C).

**Company** - The entity (corporation, partnership, or sole proprietorship) which has adopted the safety manual for its employees.

**Compressed Gas** - Any gas or mixture of gases having, in a container, an **absolute** pressure exceeding 40 psi at 70 degrees F (21 .1 degrees C).

**Confined Area** - Any area which has limited openings for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards, and is not intended nor designed for continuous human occupancy.

**Convoy** - **Any group** of two (2) or more vehicles moving as a unit under supervision.

**Corrosive** - As defined by DOT, a liquid or solid that causes visible destruction **or** irreversible alterations in human skin tissue at the site of contact or, in the case of leakage from its packaging, a liquid that has a severe corrosion rate on steel. (Examples are caustic soda and sulfuric acid).

**Coupler** - The device used to connect rail cars together.

**Customer** - Any and all representatives of a company, corporation or agency who have **called** our company to do a job or to consult with them on a proposed job.

**Cutting Goggles** - Goggles or other tight fitting eye protection used during gas **welding** or oxygen cutting operations. Lens shall be shaded to a minimum grade level **#4**.

**--D--**

**Discipline - Punishment** or actions taken for the sake of training, control and/or authority.

**DOT** - U.S. Department of **Transportation**.

**Drawbar** - The square **metal** extension of the coupling device that slides into the **drawhead** (centersill).

**Driver's Log** - A **document** used to keep track of truck drivers' hours as per DOT.

**Dry Chemical** - A powdered fire extinguishing agent usually composed of sodium bicarbonate, potassium bicarbonate, etc.

## **--E--**

**Employee** - A **person** working for the company who draws wages or other compensation, thereby subjecting him/her to the authority of the supervisors of the company.

**Employee in charge** - A designated worker who is responsible for all movement and on-track safety for a work group.

**EPA** - U.S. **Environmental** Protection Agency.

**Equipment** - This term is used in reference to tools and/or machines provided to an individual.

**Exclusive track occupancy** - On a controlled track, working limits have been established in accordance with the railroad's operating rules.

**Explosive** - A **chemical** that causes a sudden release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

**Exposure** - Persons actually subjected to a hazardous chemical in the course of **employment** through any route of entry (inhalation, ingestion, **skin contact**, or absorption, etc.).

**Eye Protection** - The wearing of safety glasses, chemical splash goggles, face shields, etc. for protection of the eyes.

## **--F--**

**Face Shield** - Personnel protective device used to protect the face made of material that allows the user to see through it.

**Facility** - Building, grounds or yards held and controlled by the company **as a** base of **operations**.

**Fire Watch** - A person having readily available fire extinguishing equipment and assigned to watch for fire in area where welding or cutting is being performed within 35 feet of combustible materials.

**First Aid - Emergency** procedures before regular medical help can be obtained.

**Fit Test** - Test conducted on a person wearing a respirator for the purpose of **determining fit to** face seal.

**Flagman** - An employee designated by the railroad to direct or restrict the movement of trains past a point on a track to provide on-track safety for workers.

**Flammable Gas** - A gas that, at ambient temperature and gas pressure, forms a flammable mixture with air at a concentration of thirteen percent (13%) or less by volume.

**Flammable Liquid** - Any liquid having a flashpoint below 100 degrees F (37.8 degrees C).

**Flashback** - Occurs when flame from a torch burns back into the tip, the torch, or the hose. It is often accompanied by a hissing or squealing sound with a smoky or sharp-point flame.

**Flash Point** - The temperature at which a liquid will give off enough flammable vapor to ignite if an ignition source is present.

**Fouling a track** - when an individual or equipment is within four feet of the outer side of the rail. Fouling a track describes the circumstance in which a person/equipment could be struck by a train or **on-track** equipment. The fouling space is 13 feet wide : four feet on either side of the track and five feet of track.

**Fuel Gas** - A flammable compressed gas used for the purpose of heating, cutting or welding.

**Fume** - Airborne dispersion consisting of minute solid particles arising from heating a solid body, such as lead melting or welding.

## **--G--**

**Grounding** - The procedure used to carry an electrical charge to the ground through a conductive path.

## --H--

**Hand Protection** - Specific type of gloves or other hand protection necessary to prevent harmful exposure to hazardous materials or operations.

**Hazardous Material** - Any chemical which is a physical or health hazard.

**Heavy Equipment** - Any type of construction equipment such as cranes, dozers, loaders, bobcats, sidebooms, etc.

**Heavy Grinding** - Extended mechanical grinding for longer than five (5) minutes.

## --I--

**Inaccessible track** - On non-controlled track, working limits have been established in accordance with the railroad's operating rules. Normally, locking or blocking devices are used to make the track inaccessible.

**Intoxicant** - Any type of drug (including alcohol) that can excite, stimulate or depress the central nervous system.

- a **Unlawful intoxicants** - those drugs the possession and use of which is a violation of state and/or federal law;
- b **Regulated intoxicants** - alcoholic beverages of all kinds and natures the possession and use of which is not unlawful per se, but the possession and use of which may be regulated both by law and by employers, including the prohibition against operating motor vehicles and other machinery or equipment after having used such substances and being under their influence;
- c **Lawful intoxicants** - prescription drugs and over-the-counter drugs, the possession and use of which is lawful, but

the use of which, whether or not pursuant to a doctor's prescription, may adversely affect the reflexes, attention, or other abilities **necessary** to operate motor vehicles or machinery.

## II - -

**Job Site** - Any location where company equipment or personnel are working, setting or tearing down. A potential work site where employees are gathered, preparing to go to work, other than a home facility. It may also be any other area so designated by a company supervisor.

## --L--

**Live rail/controlled track** - All movements of trains must be authorized by a train dispatcher or control operator.

**Lockout/Tagout** - A procedure using devices to de-energize mechanical or electrical equipment in order that it may be safely worked on.

**Lone worker** - An individual worker who is not being afforded on-track safety by another worker, who is not engaged in a common task with another roadway worker, and who is not a member of a roadway work group.

## --M--

**Mechanical Ventilation** - A powered device, such as a motor-driven fan or vacuum hose attachment for exhausting contaminants from a work place, vessel, or enclosure.

**Mist** - Finely divided liquid is suspended in air.

**MSHA** - Mine Safety and Health Administration; the government agency that oversees the safety and health of mine workers.

**--N--**

**Negligence** - Failure to exercise the care that a prudent person usually exercises.

**NIOSH** - National Institute for Occupational Safety and Health: federal agency which recommends occupational exposure limits for various substances for OSHA and MSHA.

**Non-controlled track** - A track where trains may move without receiving authorization by a train dispatcher or control operator.

**Non-flammable** - Not easily ignited, or if ignited, not burning rapidly.

**--O--**

**On track safety** - "the state of freedom from the danger of being struck by a moving train or equipment, provided by operating and safety rules that govern track occupancy by personnel, trains, and equipment."

**OSHA** - Occupational Safety and Health Administration of the U.S. Department of Labor.

**Over-exposure** - Exposure to a hazardous material beyond the allowable exposure levels.

**--P--**

**PEL** - Permissible Exposure Limit; established by OSHA. The PEL indicates the permissible concentration of air contaminants to which nearly all workers may be repeatedly exposed eight (8) hours a day, forty (40) hours a week, over a working lifetime (30 years) without adverse health effects.

**Permission** - A formal authorization or consent to do something.

**Power Tools** - Any hand or bench tool operated by some form of power, i.e., electricity, air or hydraulic.

**Property** - Any object, equipment, land or buildings of value that may be lawfully acquired, held or owned by an individual, group of individuals or company.

**--R--**

**Railroad** - A system of tracks used for transportation by rail.

**Rail Skid** - A device which, when placed on the rail, (rail will not allow the rail car to move). A chock device also known as a rail skate.

**Respiratory Protection** - Devices that will protect the wearer's respiratory system from over exposure to inhalation of airborne contaminants. Respiratory protection is used when a worker must work in an area where he/she might be exposed to concentrations in excess of the allowable exposure limit.

**Roadway worker** - Any employee/contractor whose duties include inspection, maintenance, repair, etc. of track or facilities with the potential of fouling a track, including flagmen and watchmen/lookouts.

**Roadway work group** - Two or more workers doing a common task.

**Routes of Entry** - Means by which substances gain access to the body; inhalation, ingestion, and skin contact.

**--S--**

**SCBA** - Self-Contained Breathing Apparatus; a respiratory protection device that consists of supplying air to the wearer.

**Shall** - A term use to describe mandatory or must do items.

**Should** - A term used to describe suggestive, non-mandatory items. In the best interest of the employee, our company or customer, this suggestion should be followed.

**Solvent** - A **substance**, usually a liquid, in which other substances are dissolved.



**Sorbents** - Non-reactive materials used to clean up chemical spills. Example: clay.

**Splash Proof Goggles** - Eye protection made of a non-corrosive material that fits snugly against the face and has indirect ventilation ports.

**Soil Bank** - The pile of dirt that is dug out of an excavation and placed near the excavation.

**Stationary Block** - The device that is made up of a set of sheaves and is affixed to the end of a boom.

**Switch** - The portion of a track structure used to divert equipment.

#### --T--

**TLV** - Threshold Limit Value,

**Track** - The space between rails of a railroad and sufficient space on the outside to ensure clearance.

**Trade Name** - The trademark or commercial trade name for a material.

**Travel Block** - A device made of several sheaves connected to the stationary block by means of cables allowing it to travel up and down. It is the part of the mechanical lifting device to which the hook is attached.

#### -A/-

**Vapor** - The gaseous form of a solid or liquid substance as it evaporates.

**Vehicle** - Self-propelled equipment designed for highway use.

**Ventilation** - Circulating fresh air to replace contaminated air.

**Vicinity of** - A location that places something within an area that would not require an extensive amount of time to reach.

#### --W--

**Waste Disposal Methods** - Proper disposal methods for contaminated materials, recovered liquids or solids, and their containers.

**Watchman/lookout** - Is an employee who has been annually trained and qualified to provide warning to roadway workers of approaching trains or on-track equipment. Watchmen/lookouts shall be equipped to provide auditory and visual warning such as a whistle or airhorn, a flag by day, and either a lantern or fusee by night.

**Working limits** - Segment of track with definite boundaries upon which trains and engines may move only as authorized by the worker having control over that segment of track.

**Wreck Supplies** - Materials, tools, supplies or property supplied by the company for the purpose of accomplishing a job or task.